



CIVIL AIR PATROL

Michigan Wing

Guidelines & Procedures for Securing Funds

MIWG DEVELOPMENT SECTION

Current Version: 16 APRIL 2016

It is quite reasonable for the **Civil Air Patrol** to expect in coming years, reduced funding from the U.S. Air Force as a result of a major effort towards a smaller, more efficient government. Consequently, **Civil Air Patrol** should anticipate its level of funding from the U.S. Air Force to decline in future years. In fact, it has already begun!

To remedy this situation, the **Civil Air Patrol – MICHIGAN WING** has embarked on an aggressive strategic plan to use its documented status as a recognized 501(c)3 charitable organization. We will guide you to new and stable revenue streams that will supplement government-funding sources and, thus, enhance your ability to continue in accomplishing CAP's three Congressionally-Mandated Missions: Emergency Services, Cadet Programs, and Aerospace Education.

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I. INTRODUCTION

A. WHY IS THERE IS LESS FUNDING AVAILABLE FOR CAP

There is a growing sentiment among the general public that government at all levels must become more efficient by doing more with less funding. Therefore, it is quite reasonable for Civil Air Patrol to expect that in coming years, funding from the U.S. Air Force for its missions will decline, along with the general push for smaller more efficient government. Consequently, Civil Air Patrol should anticipate that its level of funding from the U.S. Air Force will inevitably decline in future years, or sooner.

To remedy this situation, CAP Michigan Wing has embarked on a new strategic plan to use its documented status as a recognized 501(c)3 charitable organization to create new stable revenue streams to supplement funding from governmental sources and, thus, enhance its ability to accomplish all three of its Congressionally-mandated missions.

In fundraising for CAP, you are limited by three very important rules:

- (1) *You cannot commit fraud (deliberate deceit or deliberate nondisclosure of relevant information) in order to raise funds.*

Such practices are not only unethical, they are also illegal and subject to severe criminal and civil penalties. Since it also violates CAP's core value of ***Integrity***, it would, in all likelihood, subject a member to severe discipline up to and including dismissal.

- (2) *You must comply with all state laws applicable to fundraising activities.*

- (3) *You must also comply with all CAP regulations applicable to fundraising.*

Subject to the above limitations, your fundraising activities are limited only by your motivation, innovation and knowledge of available funding programs.

As an Example:

*Did you know that if you work for a company that has a "**Volunteer Hours Grants**" Program and you are a member of CAP, you can receive funding for the Wing, your Squadron or Group based on the hours you serve as a CAP member! Just sign up with your company! (See **APPENDIX-C Companies Offering a "Volunteer Hour Grants"**)*

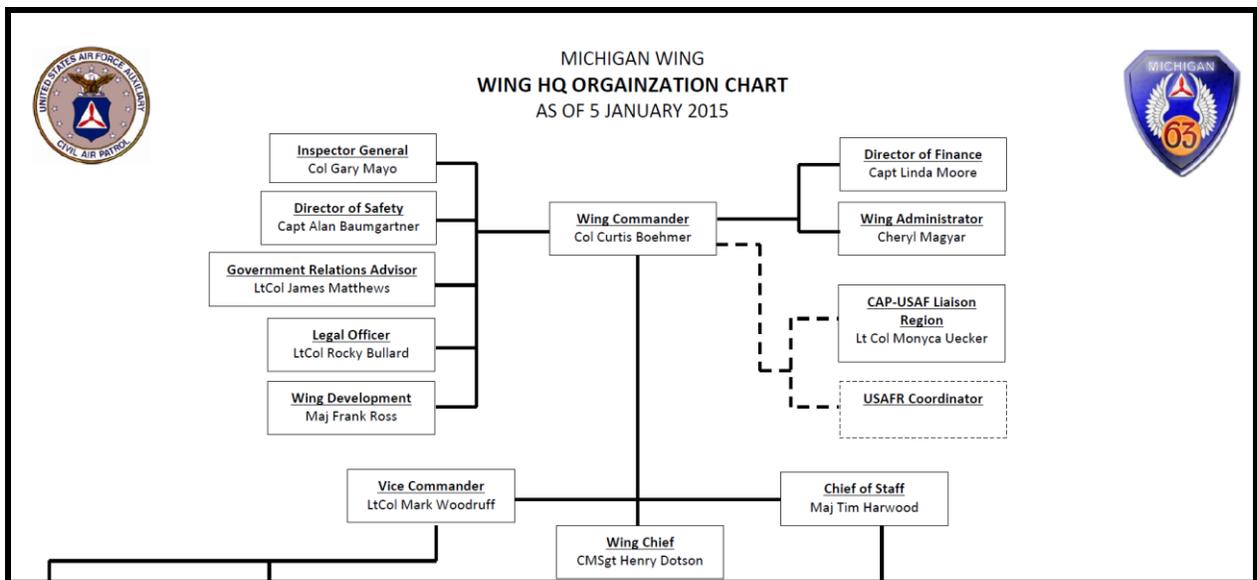
OR, *did you know that if you work for a company that has a "**Matching Gifts**" Program, the donations that you make to CAP might be eligible for a Matching Gift from your employer, as long as the gift meets the minimum established for such gifts! (See **APPENDIX-D Companies Offering a "Matching Gift Program"**)*

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B. ESTABLISHING THE MICHIGAN WING DEVELOPMENT SECTION

Michigan Wing Command noted that responsibility for development of new revenue streams for its three missions did not appear to officially or unofficially exist at the Wing, Group, or Squadron/Flight levels. At most, there was only a simple form (i.e., MI Wing CAPF 173-4) that could be used by a lower echelon unit to request approval of a proposed fundraising activity. Further, there was no central resource that the lower echelon units could turn to as a guide to help them develop their plan for identifying and tapping into a long-term, stable fundraising revenue stream to maintain and enhance their Emergency Services, Cadet Programs, and Aerospace Education offerings. Recognizing this opportunity, Michigan Wing Command established the **MIWG Development Section** to provide a central resource for such expertise and to disseminate such valuable information freely to all lower echelons of Michigan Wing. It is an integral part of the MIWG Commander's Staff as illustrated in the **MIWG Organization Chart below:**



C. CAP REGULATIONS/FORMS REQUIRED FOR FUNDING

All CAP Units/Groups must submit a completed **MIWG FORM 173-4 Request for Approval of Unit Fundraising or Dues Assessment** through the Wing Chain-of-Command for formal approval by the Wing Commander for each proposed fundraising activity it intends to conduct:

- CAP Squadron/Flight -> CAP Group -> CAP Wing Commander
- CAP Group -> CAP Wing Commander

The **MIWG FORM 173-4 Request for Approval of Unit Fundraising or Dues Assessment** can be found in **APPENDIX-A Forms and Applications**.

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D. SUBMITTING YOUR FUNDRAISING IDEAS FOR THIS MANUAL

In the following sections of this document, the reader will find a veritable buffet of valuable fundraising ideas to use in order to develop reliable revenue sources for your CAP unit. This list is not considered to be exhaustive of all possible fundraising opportunities that exist for CAP. Therefore, the **Michigan Wing Development Section** solicits your participation in further enhancement of this resource by offering your own ideas to add to this buffet of ideas for other CAP units to use.

If you have ideas and/or recommendations for fundraising programs or activities not listed in this Manual, please share them with us for consideration of inclusion by completing and submitting an ***MIWG Application to List a Fundraising Activity or Program*** found in the [APPENDIX-A Forms and Applications](#)

E. IDENTIFY, APPROACH, SELL, AND MAINTAIN SOURCES OF FUNDING

1. IDENTIFY YOUR UNIT'S FUNDING SOURCES

Identification of the most appropriate funding sources for your needs depends on the following:

- The geographic reach of the MIWG echelon that you are trying to get funding for.
- The purpose/end use of the funding that you are trying to obtain.

2. APPROACH YOUR UNIT'S FUNDING SOURCES

The approach used to elicit funding for your Group/Squadron/Flight needs depends greatly upon the funding source that you want to approach. For example:

- You approach an individual donor on a personal or networking basis.
- You approach business or corporate donors based on their published “social responsibility” information and through business networking connections.
- You approach each separate grantmaking foundation in the method(s) that *they specify as an appropriate method by which to approach them*. These methods are usually found on the foundation’s website or by a brief letter of inquiry to those who do not have an internet presence.

3. SELL THE FUNDING SOURCES ON YOUR UNIT'S NEEDS & PROGRAMS

Just like your “approach” to your potential funding sources, each different type of funding source requires a different type of “sales presentation” that succinctly explains to them how the program for which you are seeking funds will address the needs of your “target market”. For example:

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- Individual donors are not as impressed by numeric details as they are with wanting to feel comfortable that your programs align with the goals that they want to financially support.
- Businesses and corporations typically want to support efforts that affect the local communities where their employees live and work. Additionally, they will also want their donations to support something that is important to them (for example, efforts to improve STEM Education of all school children).
- Grantmaking foundations expect that your application to them for funding will show an easily discernable connection to the specific areas they desire to focus upon. Additionally, virtually all grantmaking foundations will expect you to provide a detailed proposal that is supported by verifiable information about the “target market” that your proposal intends to serve.

4. MAINTAIN YOUR UNIT’S FUNDING SOURCES

It makes no sense if you expend all of the effort described in #1 through #3 above to identify, approach, and sell potential funding sources on your needs and programs *if you don’t bother to maintain them!*

Well-maintained donors and other funding sources are much easier to elicit future funding from than having to start the whole process over at Step # 1 above!

Maintaining your funding sources primarily involves the simple act of saying “Thank you!” for their funding, and keeping in contact with them to show them how their funding made a real difference in the success of the programs you offer. For example:

- Grants almost always require that a formal grant report of some nature be submitted to the grantmaker to demonstrate how their grant funding was used. These can run the gamut from a simple one or two-page summary report to highly complex reports that ask detailed questions about how the funding was spent and how you measured the success or failure of your program.
- Corporate and individual donors always appreciate a written “Thank you!” If you fail to make this simple gesture, these donors will unfortunately remember you *in a very negative way!* Odds are you will never be able to elicit another donation from them!
- Donors also love seeing actual evidence showing how their combined donations were put to good use in your successful programs. This can be as simple as sending them (by email or postal mail) a newsletter *with pictures* on a semiannual basis to highlight how you used the donors’ combined funding to successfully accomplish the goals of your program(s).

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F. HOW TO USE THIS MANUAL

This document is intended to be an *evolving, ever-changing document*. When new or updated information is received and vetted by the MIWG Development Section, it will be added to the MIWG Master Copy of this document. Periodic updates will be published and electronically updated on the MIWG Website and distributed to the following:

- Members of the MIWG Development Team
- Group Commanders, Deputy Commanders & Group Finance Officers
- Squadron Commanders, Deputy Commanders & Squadron Finance Officers
- Any other duty positions or Project Officers involved in possible fundraising

MIWG fundraising at all levels is intended to be a team effort. Therefore, MIWG strongly encourages the sharing of ideas with all levels of MIWG. To that end, MIWG Development Section will act as a clearinghouse for all fundraising ideas submitted to it for consideration and distribution in this document. It shall be the Development Section's responsibility to promptly analyze and vet all suggested ideas submitted to it for promulgation to the entire MIWG via this document. Once a new idea is properly analyzed and vetted, it shall be added to the MIWG Master Copy of this document so that it will be promulgated to the recipients noted above.

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II. LOCAL, STATE AND FEDERAL “CAMPAIGNS”

A. INTRODUCTION

The following “Campaigns” are those fundraising programs that are local, state or federal in nature and available during a certain time of the year. They can be initiated by individual unit effort, such as the local *Wreaths Across America* Campaigns, or may be conducted wing-wide, as done in the Combined Federal Campaign.

B. COMBINED FEDERAL CAMPAIGN

NAME OF PROGRAM & FUNDING ENTITY

COMBINED FEDERAL CAMPAIGN (CFC)

U.S. Federal Government - Office of Personnel Management (OPM)

www.opm.gov

Listed Agency Name: **Civil Air Patrol – Michigan Wing**

Listed Agency Number: **60127**

TYPE OF PROGRAM

Federal Campaign which is State-wide.

PURPOSE OF FUNDING

Looking for organizations having a substantial local presence in the geographical area covered by the local campaign whose programs, services, benefits, etc. affect human health and welfare of the target population.

POTENTIAL RANGE OF FUNDING AMOUNT

Funding amount is unlimited depending on the participation of the organization.

TIME OF YEAR FOR APPLICATION

Applications begin in February, approval in March and the campaign running annually from October to December.

PROGRAM DESCRIPTION

The Combined Federal Campaign is similar to the United Way Campaign where federal employees have the opportunity to make a single contribution or donate a portion of their salary through a payroll deduction to the **Civil Air Patrol – Michigan Wing #60127**

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PROGRAM APPLICATION

The application is submitted by the Civil Air Patrol - Michigan Wing and managed by the Combined Federal Campaign Officer under the MIWG Development Section.

PROGRAM DETAIL

The CFC Michigan Campaign runs annually from September to December.

The MIWG will send out a Wing-wide electronic notification announcing the start of the CFC Campaign.

Anyone who works for the federal government can make a donation through a payroll deduction at their place of employment for the Michigan Wing Civil Air Patrol.

If you have parents, friends, acquaintances, who work for the federal government, or you have school mates whose parents, friends or acquaintances work for the federal government, ask them to make a donation to support your MIWG CAP organization. All they have to do is go to their Human Resources Department and fill out the CFC deduction request. **They will need the 5-Digit CFC Number for CAP-MIWG: #60127.**

You can also post the announcement on Twitter, Facebook, etc. and electronically spread the word through social media, encouraging your friends to support the Civil Air Patrol - MIWG.

Once the campaign has ended, each Michigan CFC Regional Area will report the total contributions donated to the Civil Air Patrol – MIWG No. **#60127**. Fifty percent (50 %) of that amount will go to the MIWG to support its programs. The remaining fifty percent (50 %) will be equally divided among the Squadrons within the Michigan CFC Regional Area, and awarded at a special presentation. Contributions from other States or Overseas will go directly to MIWG to support its programs.

If you have any questions, please contact Maj Frank Ross, CFC Officer, at frossassoc@aol.com or 313-320-4454.

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C. WREATHS ACROSS AMERICA™

NAME OF PROGRAM & FUNDING ENTITY

Wreaths Across America™
PO Box 249
Columbia Falls, ME 04623
<http://www.wreathscrossamerica.org/>

TYPE OF PROGRAM

A nationally recognized program that honors and remembers all deceased veterans.

PURPOSE OF FUNDING

While the primary purpose of the *Wreaths Across America™* campaign each holiday season is to honor and remember the service and sacrifice of all deceased veterans, it also has the potential of raising significant funds for any organization that assists the *Wreaths Across America™* organization in promoting wreath sponsorships. Therefore, this is an easy, honorable and cost-effective way for local Groups/Squadrons/Flights to raise funds. The funds are considered to be “unrestricted funds” for the Groups/Squadrons/Flights participating in the wreath sponsorship campaign. In other words, it is up to each Group/Squadron/Flight to determine how they want to spend the \$5.00 per wreath that they receive for each wreath sponsored by a donor.

POTENTIAL RANGE OF FUNDING AMOUNT

The potential funding amount is virtually unlimited. It depends on the success of the Group/Squadron/Flight and their getting donors to sponsor wreaths.

Funds are collected by each participating Group/Squadron/Flight. A stipend of \$5 is returned for each \$15 sponsorship sent in to *Wreaths Across America™*. These stipends are returned to the registered Group/Squadron/Flight on a thirty (30) day reimbursement cycle.

TIME OF YEAR FOR APPLICATION

The program runs from the beginning of the calendar year and ends the day after the Thanksgiving holiday. Units can apply anytime online. (See Program Application)

PROGRAM DESCRIPTION

In 2007, Wreaths Across America™ expanded its program to enable cemeteries all over the United States to place wreaths on individual graves to emulate the Arlington Wreath Program.

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The *Wreaths Across America*™ Program seeks organizations such as CAP to help the nation remember and honor its veterans laid to rest all over the country. This is accomplished by raising funds from donors all across the United States to sponsor wreaths. In return, *Wreaths Across America*™ sends a stipend \$5 for each \$15 wreath sponsorship sold back to the local CAP organization to support its ongoing work.

If your MIWG Group/Squadron/Flight wishes to only sponsor wreaths and not receive any money back, *Wreaths Across America*™ has a “3 for 2” program that is a perfect fit to your needs! For every 2 wreaths sponsored, a 3rd wreath will be also delivered and placed at the location your Group/Squadron/Flight chooses to support.

SPECIFIC WAA PROCEDURES:

- Select a cemetery you will raise funds for. It could be Arlington National Cemetery, or a cemetery in your state or local community. A list of participating locations, along with ID numbers, can be found on the *Wreaths Across America*™ web site.
- You must register with the *Wreaths Across America*™ office by completing the Group Fundraising Registration Form below before you begin fundraising.
- You will be assigned a *Wreaths Across America*™ group ID number. It is important to include this information on all donations remitted to us along with the participating location ID number of the cemetery that your MIWG Group/Squadron/Flight is sponsoring.
- You will need a Group Leader. The Group Leader is responsible for passing along all information and communications from *Wreaths Across America*™ to the rest of the fundraising group, for being the main point of contact for *Wreaths Across America*™, and for ensuring remittances are made at least every two weeks.
- Read the *Wreaths Across America*™ Reference Guide to get ideas on how to raise funds.
- *Wreaths Across America*™ wreath sponsorships are \$15 per wreath.

PROGRAM APPLICATION

The application for *Wreaths Across America*™ must be completed online at:
<http://www.wreathscrossamerica.org/act-now/start-fundraising/>

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PROGRAM DETAIL

To access the full detail of this program, please go to:

<http://www.wreathsacrossamerica.org/>

If you have any questions, please contact Lt Col Pam Saile, Wreaths Across America Officer, at pam.saile@gmail.com or 248-420-7722.

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III. GRANTS

A. INTRODUCTION TO GRANT FUNDING

Grants from private foundations, community foundations, and governmental sources are perhaps the least utilized method of fundraising in CAP. At the same time, grants are probably the most efficient method of generating funding to support CAP's Mission of "Citizens Serving Communities."

Grant funding is essentially an agreement wherein one nonprofit organization, such as a grantmaking foundation, agrees to provide another suitable nonprofit organization, such as CAP, with the funds to conduct a specific program over a specified period of time. This process is generally initiated by the organization that seeks to provide the proposed program by means of a grant proposal.

The typical grant proposal to a potential grantmaker will contain:

- Details about the organization proposing the program, including:
 - Proof of the organization's nonprofit status as a 501(c)3 or similar entity
 - The organization's Mission Statement
 - Financial data to prove the organization's financial ability to carry out the proposed project
- A description of the "target market" that the proposed program intends to serve. Frequently, the grantmaking organization will insist on a detailed set of demographics (gender, age distribution, ethnicity, etc.) regarding the "target market." There are many sources that can be used to obtain such information, including detailed census data, American Community Survey data, publically available school student counts and proficiency data, etc. The Michigan Wing Development Section will happily provide CAP Units with assistance in learning how to extract such detailed data appropriate for any proposed grants.
- A detailed description of the problem to be addressed or the unmet need that the organization's proposed program intends to address.
- A detailed description of how the organization's proposed program intends to address the described problem or unmet need as identified. This includes a detailed budget of materials, staffing, and other resources needed to successfully carry out the proposed program. It is worthwhile noting that since CAP is an all-volunteer organization, it has a distinct advantage in this regard because CAP can easily demonstrate to the grantmaking organization that it

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is not just using their resources to provide paid employment for its own staff members.

- A reasonable plan as to how the proposing organization will measure its success or failure at meeting the unmet need or alleviating the previously described problem.

Grant proposals are transmitted to the grantmaking organization in a number of different ways. These include:

- Via an online grant application website designed to ask the grant applicant all of the appropriate questions that the grant maker wants addressed in the applicant's proposal. This online website will also typically allow the applicant to attach pertinent financial documents, etc. to the applicant's proposal prior to submission.
- Via a customized "fill in the blanks" form available online from the grantmaking organization that allows the applicant ample space to answer the pertinent questions of the grantmaker and may also ask the applicant to attach additional pertinent financial documents, etc. as an integral part of the overall grant application package. Such grant applications are typically forwarded to the grantmaker via email.
- Via a written document wherein the grantmaker describes specific items to be addressed in the grant applicant's proposal and leaves the construction of the proposal up to the creativeness of the grant applicant. These grant proposals may be transmitted to the grantmaker by email, if allowed, or sent by postal mail if that is the wish of the grantmaking organization.

Potential grant applicants are well-advised to read and re-read the grantmakers' published guidelines that will need to be followed in order to be considered.

The grantmakers' published guidelines will likely reveal important information about the grantmaker; the primary areas where they focus their grantmaking activities; possible geographical limitations on their grantmaking activities; financial limits on the size of the grants they award; limitations on when grant applications will be accepted (i.e., windows for grant application acceptance); from what types of nonprofit organizations grant applications will be accepted; and, most importantly, restrictions on how the awarded funds can be used.

As an important new service to members of the Michigan Wing, the Wing Development Section is creating and will maintain a database of known grantmakers that offer grant funding that might be available to fund a program of a qualified nonprofit organization such as the Michigan Wing of CAP.

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All a member needs to do is to contact either one of the following officers of the Michigan Wing Development Section with a request to initiate such research to locate potential grant-makers that might be able to fund a program at your CAP Unit:

Maj Frank Ross

Director Wing Development
MIWG Development
313-320-4454
frossassoc@aol.com

Capt Mike Seiloff

Assistant Wing Development Officer
MIWG Development
616-430-4533
mseiloff@iserv.net

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B. GRANT SOURCES FOR MIWG SQUADRONS / FLIGHTS

The following table contains several MAJOR GRANTMAKERS that will fund local projects in significant geographical areas in MICHIGAN.

Detailed information regarding the grant-making activities and requirements for each of the Foundations below can be found in **APPENDIX-B Grant Sources for MIWG Squadrons/Flights**. (See specific Appendix Page in “GRANTMAKER NAME” box below):

GRANTMAKER NAME	GEOGRAPHIC AREAS FUNDED
<p>Walmart Foundation Local Facility Grants and Sam’s Club Community Grants (APPENDIX-B, Page 44)</p>	<p>The Foundation serves organizations located in an area that is within the normal geographic service area of the Walmart Facility selected (i.e., approximately twenty-five miles.)</p>
<p>Best Buy Foundation Community Grants (APPENDIX-B, Page 49)</p>	<p>The Foundation serves organizations within fifty miles (50 Miles) of a Best Buy Store or other Best Buy Facilities.</p>
<p>The Allan and Vada Dow Foundation (APPENDIX-B, Page 54)</p>	<p>The Foundation serves organizations located in the Michigan Counties of Midland, Bay, and Saginaw plus counties to the north.</p>
<p>The Costco Foundation (APPENDIX-B, Page 58)</p>	<p>The Foundation serves organizations located in an area served by a Costco Facility (Detroit/Ann Arbor, Grand Rapids, or Kalamazoo) and the proposed program must serve residents in those same areas.</p>
<p>The Shopko Foundation (APPENDIX-B, Page 60)</p>	<p>The Foundation serves organizations located within twenty-five miles (25 Miles) of a Shopko facility and the proposed program should also serve that same community located within twenty-five miles (25 Miles) of a Shopko facility.</p>

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<p>The Oleson Foundation (APPENDIX-B, Page 63)</p>	<p>The Foundation serves organizations located within Grand Traverse, Emmett, Charlevoix, Benzie, and Manistee Counties of Michigan.</p>
<p>The W.K. Kellogg Foundation (APPENDIX-B, Page 65)</p>	<p>The Foundation serves organizations located anywhere in the State of Michigan.</p>
<p>The Dow Chemical Company (APPENDIX-B, Page 67)</p>	<p>The Company's grantmaking serves organizations located in the Michigan Counties of Midland, Bay, Isabella, Saginaw, <i>and</i> propose a program that serves those Counties.</p>
<p>The Bank of America Foundation (APPENDIX-B, Page 71)</p>	<p>The Foundation serves organizations located in the Detroit Area <i>and</i> proposes similarly located program(s) for funding.</p>
<p>Wells Fargo Bank (APPENDIX-B, Page 74)</p>	<p>The Company's grantmaking serves organizations located in Michigan's Upper Peninsula communities that are served by one or more Wells Fargo Banks. <i>This explicitly means that no Lower Peninsula communities are eligible, even if their community is served by a Wells Fargo Mortgage Office.</i></p>
<p>The DTE Foundation (APPENDIX-B, Page 77)</p>	<p>The Foundation serves organizations located in a DTE Utility Service Area with propose program geographically limited to the DTE Utility Service Area.</p>
<p>The M.E. Davenport Foundation (APPENDIX-B, Page 81)</p>	<p>The Foundation serves organizations located in Grand Rapids, the Western half of Lower Michigan, or the Central Upper Peninsula of Michigan and proposes a program serving those areas.</p>

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<p>The Gerber Foundation (APPENDIX-B, Page 84)</p>	<p>The Foundation serves organizations located in the Michigan Counties of Muskegon, Lake, Newaygo, or Oceana and proposes a program serving those Counties.</p>
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C. LOCALIZED GRANT SOURCES FOR LOCAL UNITS OR GROUPS

The following table contains a listing of grant-makers for localized areas of Michigan and the CAP Programs that they *may* be compatible with:

GRANTMAKER NAME	AREA(S) SERVED	CAP PROGRAM(S)
The Farver Foundation http://www.farverfoundation.org/	SE Michigan Area	AE/STEM Education Cadet Programs
Dow Corning Donor Advised Funds of the Midland Community Foundation http://www.dowcorning.com/content/about/donoradvisedfund.aspx	Great Lakes Bay Region	AE/STEM Education
Miller Foundation http://www.themillerfoundation.com/grants.htm	Battle Creek Area	AE/STEM
JSJ Foundation http://www.jsjcorp.com/community/philanthropy	West Michigan Area	AE/STEM Education
Wisconsin Energy Corporation Foundation (WEC) http://www.we-energies.com/foundation/	Upper Peninsula Communities Served by WEC	AE/STEM Education
Dart Foundation http://www.dartfoundation.org/grants	Ingham, Eaton, Clinton, and Jackson Counties	AE/STEM Education Cadet Programs

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GRANTMAKER NAME	AREA(S) SERVED	CAP PROGRAM(S)
Gannett Foundation http://www.gannettfoundation.org/programs.htm	“Media Market” areas served by a Gannett Media Outlet	AE/STEM Education Cadet Programs
Steelcase Foundation http://www.steelcase.com/corporate-information/community-relations/#steelcase-foundation-overview	Grand Rapids	AE/STEM Education
Skillman Foundation http://www.skillman.org/How-We-Work/Partner-with-Us/Types-of-Funding/Grantseekers	Specific Detroit Neighborhoods	AE/STEM Education Cadet Programs
The Holley Foundation http://www.theholleyfoundation.org/grants.html	Southeastern Village Area of Detroit	AE/STEM Education Cadet Programs
Ford Motor Company Community Grants https://secure6.easymatch.com/fordmotorgive/applications/agency/?skip=faq	SE Michigan	AE/STEM Education
Alcoa Foundation http://www.alcoa.com/global/en/community/foundation/info_page/about_working_foundation.asp	Detroit Area & Whitehall, MI	AE/STEM Education
PPG Foundation http://www.ppgcommunities.com/OurStory/Education.aspx	Adrian, MI & Troy, MI	AE/STEM Education

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GRANTMAKER NAME	AREA(S) SERVED	CAP PROGRAM(S)
Amway One-By-One Grants http://www.amway.com/about-amway/grants	West Michigan	AE/STEM Education Cadet Programs

If any MIWG member is aware of additional grant-making foundations or other entities in their local area that might possibly fund one or more of the activities of their local MIWG unit, please send the contact information for that grant-making entity to Capt Mike Seiloff, MIWG Development Section, as soon as possible (mseiloff@iserv.net or (616) 430-4533). MIWG Development Section will thoroughly investigate the opportunity submitted and will add to the above list if it is deemed to be a promising fit.

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D. COMMUNITY FOUNDATIONS IN MICHIGAN

One of the most overlooked sources of potential funding for possible programs conducted by MIWG local units is that of local Community Foundations. They exist all over the State of Michigan and are designed to serve the communities within their The most efficient means of locating the necessary contact information and the websites of Community Foundations located in Michigan is through the use of the following web page:

<http://www.forgoodforever.org/Find.htm> (Case Sensitive)

By using this website, you can easily locate and view the necessary contact and website information of over sixty (60+) Community Foundations across Michigan and a large number of various grant projects and amounts. Try it, it is **very easy!**

the focus areas, guidelines, applications, deadlines, etc., of every Community Foundation are different, the MIWG Development Section encourages every local unit to take the time to explore their respective local Community Foundation's website (if available) and any other information that can be requested from them to determine if they might be a potential funding partner for the MIWG local Unit's programs and activities.

If a MIWG Group or local Squadron/Flight needs assistance in interpreting the data that they gather regarding a specific community foundation, please feel free to call Capt. Mike Seiloff, MIWG Development Section, Assistant Director, at (616) 430-4533 to arrange such assistance.

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IV. "VOLUNTEER HOURS" GRANT OPPORTUNITY

A. INTRODUCTION

NOTE: A listing of companies offering "Volunteer Hours Grants" can be found in **Appendix-C Companies Offering "Volunteer Hour Grants"**.

"Volunteer Hours" grants are not true grants like those described in SECTION III. Instead, they are actually devices used by many companies to encourage their employees (and sometimes even their retirees!) to perform "volunteer service" that benefits the local community. In general, the employing company establishes its own policy and program guidelines wherein it defines:

- What type of 501(c)3 or similar charitable organization(s) can benefit from this program,
- What employees (and sometimes retirees!) are eligible to participate in the program,
- How much the eligible 501(c)3 or other eligible organization will receive for volunteer hours completed during eligible activities of the organization. These policies/rules of the employing company that offer such "Volunteer Hour" grant programs follow no set rules. *The structure of the program is completely at the discretion of the company.*

Perhaps the most important aspect of a volunteer hour grant to CAP is that, in all likelihood, the attendance of an eligible employee (or an eligible retiree) who is also a CAP member at any scheduled CAP meeting or other CAP activity will likely count toward an employee's volunteer service time for a Volunteer Hour Grant offered by his/her employer *if such hours are properly documented by the CAP Wing/Group/Unit.*

For example: *A local CAP squadron has members who work for Consumers Energy, a participating company. The CAP Squadron in which these members serve can receive a contribution of several hundred dollars from Consumers Energy based on the "volunteer hours" served by said members. Simply by keeping track of their meeting attendance and participation in their CAP activities can result in receiving significant funds...**it is that easy!***

Bottom Line: If any MIWG CAP member works at (or has retired from) a company offering such a "volunteer hour" grant program, the Wing/Group/Squadron/Flight is missing out on an easy fundraising opportunity if it does not take advantage of this funding opportunity!

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B. MIWG'S ROLE

MIWG has done extensive research to develop this initial list of Michigan employers known to offer Volunteer Hours Grants to their employees (*and, in some cases, to their retirees!*). A listing of companies offering "Volunteer Hours Grants" can be found in **Appendix-C Companies Offering "Volunteer Hour Grants"**.

NOTE: *If any MIWG member has knowledge of any additional companies that should be added to the list above, please contact Capt Mike Seiloff (mseiloff@iserv.net or (616) 430-4533). Such new information will be promptly investigated and, if confirmed as applicable to MIWG's programs, will be added to the list.*

C. MIWG GROUP AND LOCAL UNIT ROLE

Local MIWG Groups and their local subordinate units (Squadrons and Flights) should take the time to ***ask all of their members*** to inquire at their respective employers to determine whether or not a "Volunteer Hours Grant" program exists at their company.

If a MIWG member discovers that such a program exists with his/her employer, it is strongly encouraged that the member complete the appropriate paperwork with his/her employer and provide the Commander with whatever paperwork is required by the member's employer in order to certify the CAP Member employee's volunteer service time.

In almost all cases, the funds derived from this fundraising opportunity will be unrestricted in nature, i.e., meaning that the funds so derived can be spent to pay any expenses. Such funding is highly valuable since no records of how the funds from the Volunteer Hour Grant are spent are necessary. *The only the records required to be kept are those certifying the company employee's volunteer service hours needed to justify the Volunteer Hours Grant.*

Bottom Line: MIWG and its subordinate units must not overlook any opportunity to receive VOLUNTEER HOUR GRANTS!

All MIWG members (Wing, Group, Local Squadrons/Flights) who are employees (or a qualified retiree) of companies who offer such a program should make use of the program!

All that is necessary is to keep track of the member's attendance and participation in meetings, events, conferences, SAR (Actual & Training), etc.

An initial listing of companies offering "Volunteer Hours Grants" can be found in **Appendix-C Companies Offering "Volunteer Hour Grants"**.

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Appendix C will be updated as MIWG and its local Groups/Squadrons/Flights identify additional companies that offer a Volunteer Hour Grant program to its employees and/or its retirees.

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V. “MATCHING GIFTS” FROM EMPLOYERS

A. INTRODUCTION

NOTE: A listing of those companies offering a Matching Gift Program can be found in **Appendix-D Companies Offering a Matching Gift Program.**

Matching an individual donor’s charitable cash contribution with matching gift funds from their employer is a very powerful way to improve the value of a donor’s cash contributions to CAP...AND THEY DO NOT HAVE TO BE CAP MEMBERS!

The donations of any individual who works for a company that offers a Matching Gift Program and does not exclude CAP from consideration are eligible for a Matching Gift from the employer as long as the gift meets the minimum established for such gifts! **Therefore, it only makes sense to ask a donor if he/she is aware of any matching gift program that he/she might be eligible for. It never hurts to ask politely if they would mind following up with their employer!**

Want even better news?

Those companies that participate, usually include full-time employees and their spouses. In many cases, employers also permit part-time employees and qualified retirees to participate in the program!

Rules for **Matching Gift Programs** differ greatly from employer to employer. Therefore, it is absolutely necessary for the prospective donor to obtain a copy of the written rules and the necessary forms specific to his/her employer directly from the employer’s human resource person or department before or shortly after making a charitable case contribution to any level of CAP.

Universally, there will be paperwork to be completed and signed by the donor that will make the Wing, Group, or Squadron/Flight eligible to receive the Matching Gift from the employer. Similarly, there will always be paperwork to be filled out and signed by the Wing, Group, or Squadron/Flight that will certify the donation made by their employee (spouse) or qualified retiree. Failure to complete either of these sets of paperwork correctly will result in a delay in issuance of the Matching Gift donation check to CAP or in denial of the Matching Gift altogether.

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The following table will give the reader a simple summary of the major **Matching Gift Program Rules** for many companies:

EMPLOYER'S RULE	Potential Responses
<i>Who is Eligible?</i>	Full Time Employees – Always FT Employee Spouse – Always Part Time Employees – Sometimes Retiree - Sometimes
<i>Minimum Amount for Matching Gift</i>	As Low as \$10 As High as \$250
<i>Maximum Amount Matched</i>	As Low as \$250 As High as \$25,000!! However, more typically, the limit is about \$5000.
<i>Employer's Match Ratio (Company Match : Donor Amount)</i>	Almost always 1 : 1 Have observed as low as .50 : 1 Have observed as high as 3 : 1 The Match Ratio occasionally declines above certain gift levels that are still under the maximum gift level limit.
<i>Be aware that, in some cases, certain companies will only provide a matching gift to bona fide educational organizations (or exclude such organizations as K-12 schools) or will provide a matching gift only to certain nonprofit organizations that focus on specific interest areas that the company wishes to support. If a company does not include a category of interest areas to which CAP might conceivably belong, then CAP will probably NOT be eligible for that company's Matching Gift Program.</i>	

B. MIWG'S ROLE

MIWG has done extensive research to develop an initial listing of Michigan employers that are known to offer **Matching Gift Programs** to their employees (Full-Time and Part-Time), spouses of Full-Time employees, and, in some cases, their retirees who make qualified charitable cash donations to CAP. That research is contained in Appendix C of this Manual.

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If any MIWG member discovers additional companies that could be added to this important listing, contact Capt Mike Seiloff (*mseiloff@iserv.net / 616-430-4533*) so that CAP's eligibility as a recipient can be verified and all appropriate information regarding that company's Matching Gift Program can be added to the list found in Appendix-D.

C. MIWG GROUP AND LOCAL UNIT ROLE

Local MIWG Groups and their local subordinate units (Squadrons and Flights) should take the time to **ask all of their current individual Donors** to inquire at their respective employers to determine whether or not a **Matching Gift Program** exists at their company. As local MIWG Groups and their local subordinate units (Squadrons and Flights) develop *new* Donors, they should have a procedure in place to make sure that they ask the new donor to determine whether or not a **Matching Gift Program** exists at their company.

If an individual donor discovers that such a program exists with his/her employer, it is strongly encouraged that the donor obtains the appropriate paperwork from his/her employer and provides the Commander with said paperwork in order to certify the contribution to the CAP subordinate unit.

And don't forget to do the same with individuals who have retired from their employer! As the table in Appendix-D shows, their former employer might also be willing to match contributions from a qualified retiree!

In almost all cases, the funds derived from this fundraising opportunity will be unrestricted in nature, i.e., meaning that the funds can be spent to pay any expenses. Such funding is highly valuable since no records of how the funds from the **Matching Gift Program** are spent are necessary. *The only the records required to be kept are those certifying the company employee's/retiree's charitable contribution.*

Bottom Line: MIWG and its subordinate units must not overlook any opportunity to receive MATCHING GIFTS!

All MIWG members (Wing, Group, Local Squadrons/Flights) who are employees (or a qualified retiree!) of companies who offer such a program should make use of the program if they choose to make a charitable contribution to MIWG or their subordinate unit!

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VI. CORPORATE DONATIONS

A. INTRODUCTION

Corporate donations can come in all sizes from a few hundred dollars up to donations in six figures or more. It is all up to the generosity of the potential corporate donors, their current financial health, and what type of programs at CAP they deem valuable to their local community and their current/future needs.

Small local corporations generally make corporate donations for the purpose of local goodwill in their home community where such donations can generate business for the corporation. Many times larger corporations with multiple locations across Michigan and around the country will limit their corporate donations to the communities where their employees live and work. These corporations generally donate out of a sense of being a “good corporate citizen” in the community as well as providing proof of such to their shareholders.

Corporate donations do not always have to take the form of cash. Many times a corporation is replacing items that they deem as “obsolete” and would rather donate such usable items to a qualified nonprofit organization than to scrap the item. These items, however, might still have some real value to MIWG or one of its subordinate units. *Thus, it is always necessary to carefully evaluate the usability of any proposed non-cash donation. If the proposed noncash donation is of such a nature that it helps to avoid spending cash on the same item in the near future, then it may be worthwhile to consider acceptance of the proposed donation.*

Similarly, a corporation might also be ready and able to make a cash donation to a MIWG program that it deems worthy. Even if that MIWG program seems to be well funded without the donation, it is always best to accept such a donation even if it is restricted to a specific use, rather than to try to convince the willing corporation to make the donation unrestricted or to restrict its use for other programs in which the donor has shown no interest.

And, most importantly, it is absolutely critical that each and every corporate donation be followed up with a gracious “thank you” and later by a summary report to the donor that shows how the company’s gracious donation was put to good use! Failing to follow up with these two simple actions will likely sully the waters with that corporate donor and preclude future donations to CAP!

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B. MIWG'S ROLE

MIWG's role in handling corporate donations is threefold:

- MIWG will insure that the solicitation and the acknowledgement of ALL corporate donations is handled consistently across the MIWG. For that reason, MIWG Development is available to mentor its Group(s) and Local Squadrons/Flights to ensure that such solicitation and acknowledgement of donations is done in a consistent manner.
- MIWG, with the cooperation of its subordinate units, will keep an ongoing database record of all corporate donations and their gracious acknowledgement of thanks.
- MIWG will be responsible for the solicitation of all corporate donations that will be used to fund expenses beyond the boundaries of a single MIWG Group. By their nature, these donations will typically be much larger and will generally require presentation(s) by MIWG Command and/or Staff members to secure the donation

C. MIWG GROUP AND LOCAL UNIT ROLE

All MIWG Groups or MIWG Local Squadron/Flight may seek a donation from a local corporation within their own geographic boundaries. The MIWG subordinate units shall cooperate with and keep MIWG Development Section informed of their activities with regards to soliciting corporate donations within their respective geographical boundaries.

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VII. DONATIONS FROM INDIVIDUALS (INCLUDING “ENDOWMENTS”)

A. INTRODUCTION

In General

Donations come in all sizes. Sometimes they come from individuals you have known for a long time like family, close friends and business associates. Sometimes a previously unknown donor seeks you out. The propensity of individuals to make charitable contributions to deserving charitable organizations varies widely from zip code to zip code. *Please check your own zip code for a comprehensive set of demographics about charitable giving right in your own neighborhood using the following website and directions below:*

<https://philanthropy.com/interactives/how-america-gives#state/26>

Use the drop-down box in the left side of the rectangle in the upper left corner of the screen to set the map of Michigan to Zip Code. Within a few seconds the map of Michigan will reconfigure to show data by Zip Code. Use your cursor to peruse the map and locate your Zip Code. When you click on the map location of your Zip Code, the right side of the screen will show the details of how charitable (or not!) people are in your own neighborhood!

Most importantly, do not forget to ask the generous individual donor to ask his/her employer and/or former employer if they have a Matching Gift Program available and if Civil Air Patrol as a tax exempt 501(c)3 charitable organization will qualify as a recipient of such a matching gift. If you fail to make such an inquiry, you might be giving up the opportunity to “double the donation” of your generous donor at no additional cost to them!

Large Donations

Once in a great while, a charitable organization is fortunate enough to be the recipient of a very substantial donation from an individual (or possibly from an individual's estate.) If the donor places no restrictions on how such money can be spent, then the charitable donation is considered to be “unrestricted funds” and can be spent to pay any incurred expense. However, if the donor places restrictions on what the donor's gift will be used for, then these funds are considered to be “restricted” and can only be used to pay the specific expenses that the donor has pre-authorized by appropriate paperwork accompanying the gift.

Again, do not forget to ask the generous individual donor if his/her employer or former employer has a Matching Gift Program and if Civil Air Patrol, as a tax exempt 501(c)3 charitable organization, will qualify as a recipient of their

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matching gift. If you fail to make such an innocuous inquiry, you might be giving up the opportunity to “double a part or possible all of such a large donation!”

On rare occasions, a very generous donor (or his/her estate) might make a very substantial gift to the organization but place an “endowment restriction” on the donated funds. In a nutshell, this “endowment restriction” will either permanently, or for a specified period of time, prevent the recipient organization from spending the original donated amount (called the “corpus”) for any expense. The “corpus” is then invested and the organization has either “unrestricted” authority to spend the income earned by the investment or it might have additional “restrictions” on just what the investment income can be spent to fund.

B. MIWG’S ROLE

The MIWG Development Section will use its expertise and donor research ability to solicit large individual charitable donations from wealthy donors that it has identified. The donations solicited shall be used to support Wing-wide activities such as Encampment, SAR, IACE, etc.

The MIWG Development Section is also available to assist its subordinate units in securing individual donations from large individual donors referred to it by its subordinate units. Depending on the inclination of the donor, these donations could be used to support activities at group or local levels if it is the donor’s wish.

The MIWG Development Section shall also handle all Endowment Gifts due to their highly complex nature. MIWG Development Section shall be responsible for the correct setup of all such gifts and shall comply with all investment restrictions mandated by the donor, if any.

C. MIWG GROUP AND LOCAL UNIT ROLE

MIWG Groups and MIWG local units shall be responsible for the development and implementation of a Plan of Action (POA) at their respective levels for the solicitation of individual donations from local individual donors in their geographical areas. This shall include the preparation of a template that can be used to write the “Thank You letter(s)” for acknowledgement of such gifts. Likewise, these units shall maintain an up-to-date database of all its donors so that it can be used in future solicitations by the local unit and as a newsletter distribution list to keep the unit’s benefactors informed about how the unit is putting their generous gift to good use.

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VIII. OTHER FUNDRAISING IDEAS

A. INTRODUCTION

In fundraising for CAP, you are limited by three very important rules:

- (4) ***You cannot commit fraud (deliberate deceit or deliberate nondisclosure of relevant information) in order to raise funds.***

Such practices are not only unethical, they are also illegal and subject to severe criminal and civil penalties. Since it also violates CAP's core value of ***Integrity***, it would, in all likelihood, subject a member to severe discipline up to and including dismissal.

- (5) You must comply with all state laws applicable to fundraising activities.

- (6) You must also comply with all CAP regulations applicable to fundraising.

Subject to the above limitations, your fundraising activities are limited only by your motivation and innovation!

B. MIWG'S ROLE

All proposed Fundraising Activities are required to be approved on a MIWG Form 173-4 prior to their implementation. Please ensure that a properly completed MIWG Form 173-4 is submitted through the MIWG Chain of Command to the Wing Commander for approval prior to initiating such an activity. ***Currently, there are only two current exception(s) to this requirement as follows:***

(1) **Wreaths Across America Campaign**

Participation in the annual Wreaths Across America Campaign has been given permanent blanket approval for participation by any MIWG subordinate unit(s) choosing to do so. Participants are reminded that the primary purpose of this activity is to honor and remember those military veterans who have passed on, not just to raise funds for your CAP unit. (See Page 10)

(2) **Combined Federal Campaign (aka the CFC)**

The Combined Federal Campaign is similar to the United Way Campaign where **federal employees** have the opportunity to donate a contribution or portion of their salary through payroll deduction to non-profit organizations of their choice. (See Page 8)

All other fundraising activities proposed must be approved by the MIWG Commander. If requested by MIWG Chain of Command, MIWG Development Section

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will review a proposed fundraising activity as it is submitted on the MIWG Form 173-4 and render its opinion as to the appropriateness of the proposed activity.

C. MIWG GROUP AND LOCAL UNIT ROLE

Groups

Fundraising for Group-Sponsored Activities should occur at the Group level. In this case, the MIWG Form 173-4 only needs to be submitted to MIWG Command for approval.

Squadrons/Flights

Fundraising for Squadron/Flight-Sponsored activities should occur at the Squadron/Flight level. In this case, the MIWG Form 173-4 needs to be submitted to the Squadron/Flight Group Command first for its approval. If approval is granted by Group Command, the Group Command shall promptly forward the MIWG Form 173-4 to MIWG Command for final approval.

D. SOME INNOVATIVE IDEAS TO BE CONSIDERED

If your MIWG local unit is seeking some innovative ideas to raise “unrestricted revenues” that can pay any expenses of the unit, then consider some of the following ideas:

Revenue Sharing Models

There are at least two basic types of “revenue sharing” fundraising models, as follows:

Gross Revenue Sharing Models

In this fundraising model, a business, usually a restaurant, partners with a nonprofit organization to promote having members visit and patronize the business’s establishments at one or more locations on a specific day(s). The members do not receive any special discount, but the owner of the business shares a portion of the revenues generated by those patrons with the nonprofit organization. Sometimes this model is modified a bit to include non-member patrons who have been given an identifying coupon or card by a member of the nonprofit organization.

Either way, the business benefits by having a rush of “new customers” that they probably would not have had without the promotion, AND the Nonprofit organization benefits by sharing in the revenues generated by the promotion. **Buffalo Wild Wings Restaurant offers this kind of program.**

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Customer Discount Models

In this fundraising model, a business offers its regular customers the opportunity to take a dollar-for-dollar discount off of their bill in exchange for making a direct contribution to the nonprofit organization. This typically works well with “service-based” professional businesses like attorneys and accountants. In this model, the dollar value of the discount is limited to a specified portion of the overall bill to the customer.

Major-Event Outdoor Cleanup

At least one MIWG Squadron/Flight has discovered a veritable goldmine right in their local community. In return for the Squadron/Flight donating about eight man-hours of its members’ time to clean up the grounds of trash and returnable containers after each weekly major outdoor event (in this case, local stock car and sprint car auto racing), the Squadron/Flight gets to keep all returnable containers and return same for the \$0.10 MI deposit on such containers. *To their surprise, they average about \$100.00 per clean-up session or about \$12.50 per man-hour invested!*

This is a potential fundraising goldmine for MIWG local units with willing cadets and/or adult members who seek a steady source of fundraising income for their local unit activities! And it does not have to be confined to clean up after auto racing events!

Any major outdoor event where there is a high probability of trash and returnable containers being left behind by the event’s patrons is a potential goldmine opportunity to earn cash for the local MIWG unit while leaving the environment cleaner than they found it!

Major-Event Parking Assistance

Many major event venues will gladly cede all or a substantial portion of their revenue earned from permitting patrons to park in their expansive parking lots if they can turn that responsibility over to a reliable nonprofit organization to do such in an efficient, orderly manner. *There is nothing more disheartening and irritating to a venue patron than having to find parking in disorganized chaos and then being stuck in a massive gridlock after the event concludes!* Event patrons will gladly pay a few extra dollars to avoid such stress.

All local units should investigate these potential fundraising opportunities in their local communities! It can be a reliable source of fundraising for your MIWG local unit.

These are just a few innovative means of raising “unrestricted revenues.” Any MIWG member with ideas for other innovative fundraising should immediately contact Capt. Mike Seiloff (mseiloff@iserv.net or (616) 430-4533)

APPENDICES

APPENDIX-A Forms & Applications

APPENDIX-B Major Grant-Making Foundations

APPENDIX-C Companies Offering “Volunteer Hour Grants”

**APPENDIX-D Companies Offering a CAP-Compatible
“Matching Gift” Program**

APPENDIX-A

Forms and Applications

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HEADQUARTERS
CIVIL AIR PATROL MICHIGAN WING
 43401 North Jefferson, Bldg 825, Rm 317
 PO Box 450048
 Selfridge ANGB, MI 48045-4918

Request For Approval of Unit Fund Raising or Dues Assessment			
Unit Requesting:		Charter #:	Date of Request
I. <u>Fund Raising Approval</u>			
Under the provision of CAPR 173-4 dated 26 December 2012 Section A, para 3a, subordinate units must obtain prior written approval from the wing commander or designee before initiating a fundraising project.			
A. Type			
B. Purpose			
C. Inclusive Dates:			
II. <u>Dues Approval</u>			
Per CAPR 39-2 dated 04 Sept 2013, para 2-3 and 3-4, Group and squadron dues may also be levied with the approval of the wing commander. Group and squadron dues are not forwarded to National Headquarters.			
A. Request to establish dues in the amount of			
B. Explanation of assessment			
III. Unit Commander e-Signature e//			
FOR WING HEADQUARTERS USE ONLY			
	Approved	Disapproved	
Fund Raising Request	<input type="checkbox"/>	<input type="checkbox"/>	
Dues Approval Request	<input type="checkbox"/>	<input type="checkbox"/>	
	Group Commander	Date	
e-Signature			
	Wing Commander	Date	
Signature			

MIWGF 173-4 October 2014 - Previous versions are obsolete and will not be used.

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Instructions for completing MIWG Form 173-4 Request for Approval of Unit Fund Raising or Dues Assessment

Use

This form is to be completed per CAPR 173-4. If you have any questions on how to complete this form, please contact the Wing Finance Officer.

Purpose

The purpose of this form is to have permission to participate in fundraising activities for your unit.

How

Top Section. Place the unit name, unit number and date at top of page.

Section I. A. Type is the Type of fund raising participating in. (Example: selling water at fly-in; selling cookies at bake sale, etc.)

B. Purpose is the reason for the fundraiser, such as obtaining funds for trip to Air Force Museum, etc.

C. Inclusive dates is for the beginning and ending dates of fundraising activity.

Section III. To be signed by Unit Commander

When

This form is to be completed for each fund raising activity by unit. **This form MUST be submitted to Wing Commander for approval prior to the fund raising activity. Allow enough time for Wing Commander to review request.**

Submit

This form must be completed and submitted ***at least 2 weeks prior to fundraising activity*** by email to Curtis@airadvantage.net and copy to: wa104@miwg.comcastbiz.net

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APPLICATION TO LIST A FUNDRAISING ACTIVITY

Listing a fundraising activity or program in the **MIWG Guidelines and Procedures for Securing Funds** manual should be uniformly formatted so that all programs read with the same structure and familiarity throughout the Manual. It will also assist when receiving new fundraising ideas to assure that the required information is complete. Please follow the following format:

1. **NAME OF PROGRAM & FUNDING ENTITY**
2. **TYPE OF PROGRAM / ACTIVITY**
Local - State or Federal Campaign, Grant, Corporate Donation, Local Business Donation, Individual Donation, Employer Matching Gifts, Volunteer “Grants” Opportunity, Small Business Partnership, Small Business Membership, Endowment, Other (Explain)
3. **PURPOSE OF FUNDING**
Types of organizations the funder is looking for and specific activities/assets they are interested in funding, if any. Are the funds unrestricted, meaning no particular purpose or requirement of the funds. Are the funds restricted and what is/are the funder’s target market and/or unmet need(s) they wish to fund?
4. **POTENTIAL RANGE OF FUNDING AMOUNT**
5. **TIME OF YEAR FOR APPLICATION**
6. **PROGRAM DESCRIPTION**
7. **PROGRAM APPLICATION**
8. **PROGRAM DETAIL**

(See Example on Next Page)

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EXAMPLE OF A LISTED FUNDRAISING ACTIVITY

1. **NAME OF PROGRAM & FUNDING ENTITY**
COMBINED FEDERAL CAMPAIGN (CFC)
U.S. Federal Government - Office of Personnel Management (OPM)
www.opm.gov
Listed Agency Name: **CIVIL AIR PATROL – Michigan Wing**
Listed Agency Number: **60127**
2. **TYPE OF PROGRAM**
Federal Campaign which is State-wide.
3. **PURPOSE OF FUNDING**
Looking for organizations having a substantial local presence in the geographical area covered by the local campaign whose programs, services, benefits, etc. affect human health and welfare of the target population.
4. **POTENTIAL RANGE OF FUNDING AMOUNT**
Funding amount is unlimited depending on the participation of the organization.
5. **TIME OF YEAR FOR APPLICATION**
The campaign runs from September to December.
6. **PROGRAM DESCRIPTION**
The Combined Federal Campaign is similar to the United Way Campaign where federal employees have the opportunity to make a contribution or donate a portion of their salary through a payroll deduction to the Civil Air Patrol – Michigan Wing.
7. **PROGRAM APPLICATION**
The application is submitted by the Civil Air Patrol - Michigan Wing and managed by the Combined Federal Campaign Officer under the MIWG Development Section.
8. **PROGRAM DETAIL**
 1. The CFC Michigan Campaign runs annually from September to December.
 2. The MIWG will send out Wing-Wide electronic notification announcing the start of the CFC Campaign.
 3. Anyone who works for the federal government can make a single donation or a payroll deduction at their place of employment for the Michigan Wing Civil Air Patrol.

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4. If parents, friends, acquaintances, who work for the federal government, or cadets who have school mates whose parents, friends or acquaintances work for the federal government, ask them to make a donation to support your CAP-MIWG organization. All they have to do is go to their Human Resources Department and fill out the deduction request. They will need the 5-Digit CFC Number for CIVIL AIR PATROL-Michigan Wing: #60127.
5. You can also post the announcement on Twitter, Face Book, etc. and electronically spread the word through social media, encouraging your friends to support the Civil Air Patrol - MIWG.
6. Once the campaign has ended, each CFC Regional Area will report the total contributions donated to the Civil Air Patrol – MIWG No. 60127. 50% of that amount will go to the MIWG. The remaining 50% will be equally divided among the Squadrons within the CFC Regional Area, and awarded at a special presentation. Contributions from other States and Overseas will go to MIWG.

If you have any questions, please contact Maj Frank Ross, CFC Officer, at frossassoc@aol.com or call 313-320-4454.

APPENDIX-B

Major Grant-Making Foundations

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THE WALMART FOUNDATION

1. Name of Program and Web Site (if Available)

WALMART LOCAL FACILITY GIVING GRANTS

<http://foundation.walmart.com/apply-for-grants/local-giving>

SAM’S CLUB COMMUNITY GRANTS

<http://foundation.walmart.com/apply-for-grants/sams-club-giving-program>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

To fund local programs in Walmart Foundation’s main focus areas, namely, *Hunger Relief & Healthy Eating, Sustainability, Women’s Economic Empowerment and Career Opportunity.*

However, Walmart Foundation’s **Local Facility Giving Grants** currently stated guidelines also clearly mention that they will also consider funding areas that are geared toward strengthening the local communities, for example:

- local organizations providing health and dental screenings
- support for local police and fire departments
- **local school-based initiatives**

Additionally, **Sam’s Club Community Grants** also include additional areas of local focus that may include:

- **Education**
- **Youth Success**

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	\$ 250
Maximum Grant Funding Amount	\$ 2,500

Website does not disclose an expected range of grant amounts.

5. Timing of Application Request

The Walmart Foundation’s application window for each annual grant cycle opens on February 1st of each year. The application window for each annual grant cycle “officially” closes on December 31st.

Since Walmart Foundation allocates a fixed amount of annual funding for each Walmart Facility (Walmart Stores and Sam’s Clubs) at the beginning of each grant cycle, a particular Walmart Facility may exhaust its allocation at any time during the grant cycle. When such happens, that Walmart Facility can no longer accept or award grants until its funding allocation is restored at

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the beginning of the next annual grant cycle.

Therefore, each MI Wing CAP Squadron/Flight is strongly advised to plan and to make its funding requests for a WALMART LOCAL FACILITY GIVING GRANT as soon as possible after the annual cycle's grant application window opens on February 1st.

6. Program Description

Grant Applicants should limit the number of pending grant applications to separate Walmart facilities to no more than twenty-five (25).

Please note that any application not approved by the facility manager will be declined on the dates listed below:

- **May 1**
- **July 31**
- **Oct. 31**
- **January 31**

7. Program Application – Who Should Apply

Walmart Foundation's **WALMART LOCAL FACILITY GIVING GRANTS** and **SAM'S CLUB COMMUNITY GRANTS** are highly appropriate for funding at Squadrons/Flights for:

- External AE/STEM projects in local schools (as Education or as a Local School-based initiative)
- External CAP-sponsored Education-related Afterschool programs at local schools (as Education or as a Local School-based initiative)
- External CAP-sponsored DDR programs at local schools (as a Youth Success program)
- CAP CyberPatriot teams (either as a STEM project or Career Opportunity)

Since the eligibility for these grants is based on a reasonable proximity of the applicant to the local Walmart or Sam's Club facility to which the application(s) is (are) directed, it is strongly encouraged that only local CAP Squadrons/Flights utilizes this grant source.

CAP Groups should not apply directly for these grants as their geographic scope is too large. Instead, CAP Group Commanders should strongly encourage their component squadrons/flights to apply for grants to fund their specific programs and other needs.

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8. Program Details

All applications are submitted to Walmart Foundation via its online grant application portal. Enter the online grant portal to apply for a grant at:

<http://foundation.walmart.com/apply-for-grants/local-giving>

ELIGIBILITY CHECKLIST

Funds must benefit the facility's service area. Therefore, potential grantees should be nonprofit organizations with programs that benefit communities within the service area of the Walmart store, Sam's Club or Logistics facility from which they are requesting funds (i.e., within approximately 25 miles of the Local Walmart Facility.)

Walmart and the Walmart Foundation have identified four core focus areas of giving:

- ***Hunger Relief***
- ***Healthy Eating***
- ***Women's Economic Empowerment***
- ***Career Opportunity***

Programs that do not align with these four focus areas *may* also be given consideration. These include programs that are geared toward strengthening the local communities, support for local police and fire departments, ***and local school-based initiatives.***

If you are applying for funding through a Sam's Club location, additional focus areas may also be considered.

ORGANIZATIONAL ELIGIBILITY

Organizations applying ***must*** meet the one of following criteria:

- An organization holding a current tax-exempt status under ***Section 501(c)(3)***, (4), (6) or (19) of the Internal Revenue Code;
- A recognized government entity: state, county, or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes;
- A K-12 public or private school, charter school, community/junior college, state/private college or university; or
- A church or other faith-based organization with a proposed project that benefits the community at large.

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SELECTION AND AWARD PROCESS

Management at the facility to which you are applying will review the application and make initial funding recommendations to the Walmart Foundation on all submitted requests.

Organizations will be notified of any decision via e-mail. All funding decisions are final.

If an organization is approved, grant checks will be mailed directly to the recipient organization's address listed in the grant application. Please allow two to four weeks for delivery of any grant award checks.

In the event of an organization being awarded a grant, the organization should contact their local facility from which funds were awarded to schedule a formal recognition event.

FUNDING EXCLUSIONS

- Advertising, film or video project.
- Athletic sponsorships (teams/events)
- Capital campaigns and endowments (defined as any plans to raise funds for a significant purchase or expense, such as new construction, major renovations or to help fund normal budgetary items).
- Contests or pageants.
- Fundraising events (walks, races, tournaments, dinners etc.)
- In-kind donation requests, including requests for gift cards.
- Nationally-sponsored organizations: American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way.
- Memberships, including association/chamber memberships.
- Organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, age national origin, ancestry, citizenship, veteran, or disability status.
- Organizations or programs that do not benefit the communities within the facility's service area.
- Organizations who apply to a large number of facilities outside of the primary area.
- Organizations whose programming or policies may position Walmart or the Foundation in a negative light.
- Organizations whose services do not benefit the community at large.

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- Political causes, candidates, organizations or campaigns.
- Projects that send products or people to foreign countries or on domestic travel.
- Registration fees.
- Requests made on behalf of another organization or by an unauthorized representative of the recipient organization.
- Request made solely to benefit one person or family.
- Research
- Salaries, stipends, tips and rewards.
- Scholarships (tuition, room, board, other expenses for attendance at any college/university/vocational school).
- Third-party giving, including funds re-allocated to fiscally sponsored organizations of the applicant organization.
- Tickets for contests, raffles or any other activity with prizes.

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THE BEST BUY FOUNDATION

1. Name of Program and Web Site (if Available)

BEST BUY FOUNDATION COMMUNITY GRANTS

<https://corporate.bestbuy.com/best-buy-foundation-national-partnership-request-for-proposals-2015/>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

Best Buy Foundation’s Statement of the Purpose of its Funding:

For decades people have turned to Best Buy for answers to their technology questions. As a company, we aim to ignite human potential. To support these efforts, the Best Buy Foundation provides underserved teens with access to technology to build 21st century skills and bridge the digital divide. **As technology becomes more ingrained in our society, it is critical for youth to develop the necessary skills for future college and career success.**

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	None Stated
Maximum Grant Funding Amount	\$10,000
The web site discloses the average grant is about \$4,000 - \$6,000.	

5. Timing of Application Request

The 2015 applications will be accepted from June 1st through June 28th. Notifications of grant awards will occur by September 15th, 2015.

Please take note that the opening date and closing date of the grant application window changes every year.

6. Program Description

Best Buy Foundation will donate up to \$2 million in Community Grants to local and regional nonprofit partners that create hands-on learning opportunities for underserved teens to engage them in learning, experimenting, and interacting with the latest technologies to build 21st century skills. The overall goal is to provide youth with access to new technologies and help them become interested and fluent in digital learning while developing skills to help better prepare them for future education and career success.

Programs should help teens build 21st century skills by utilizing cutting-edge technology such as computers, digital cameras, video cameras and professional software in a wide range of areas including (but not limited to):

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- Audio production (including music mixing & recording)
- Coding/3D printing
- Computer maintenance and repair
- Digital photography/graphic design
- Filmmaking & videography
- Maker Faires/hack-a-thons
- Mobile & game app development
- Programming
- Robotics
- Web site design

Community Grants are designed to support local efforts and are reviewed for consideration by Best Buy teams across the United States. The average grant amount is \$5,000 and will not exceed \$10,000.

Grantee Overview

Best Buy is searching for local organizations with a demonstrated track record for building skill proficiency in technology through out-of-school time (i.e., Afterschool programs)

The primary responsibilities of the nonprofit organization include:

- Providing staff and curriculum for the out-of-school time programming. May include volunteer instructors.
- Where the opportunity exists, working with schools and other community-based organizations to build awareness of the program to drive teen participation.
- Ensuring access to youth from underserved communities.
- Developing financial and community support to help sustain the program beyond the grant funding from Best Buy.
- Submitting an annual report on program components such as participant engagement, program activities, desired outcomes, challenges, successes, and participant survey results.
- Where possible, enabling participation of Best Buy employees to serve as volunteers.

7. Program Application – Who Should Apply

Best Buy invites out-of-school time programs that have a fundamental commitment to youth, ages 13-18, to apply for funding. Minimum eligibility criteria include:

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- Eligible nonprofits may be a public or nonprofit community-based organizations (e.g., community center, school, or library) with existing local or regional out-of-school time program and a proven track record of serving youth ages 13-18.

CAP local squadrons/flights can work in partnership with such organizations to implement programs that meet the required element of building 21st century skills in youth in the target age range.

- The proposed program must be part of a recognized nonprofit organization that has the ability to target teens in underserved communities.
- The proposed program must operate within 50 miles of a Best Buy store or other Best Buy center of operations (e.g., warehouse, corporate headquarters, Geek Squad Service Center, etc.) to allow for Best Buy employee volunteer participation (if appropriate).
- The nonprofit organization must exhibit a commitment to diversity and inclusion.
- Organizations that have engaged Best Buy employee volunteers to assist in their proposed program will receive special consideration.

Previous Best Buy Foundation grantees from this must submit their required grant reporting before applying for subsequent funding.

8. Program Details

Required Elements of the Proposal -- Include in your online submission

Proposals will be evaluated and competitively ranked by a local review committee from Best Buy. The review committee may contact you with additional questions as part of the selection process. The overall comprehensiveness, quality and clarity of the proposal will be taken into consideration.

Please submit proposal online via:

<https://www.easymatch.com/bestbuygrant>

Make sure to address each requirement below in the section that corresponds to the online application. The grant will be to support the operation of the program for one-year. Grant recipients will be eligible to apply the following year for additional funds. However, there are no guarantees of renewed funding.

Organization Mission

- Statement of nonprofit organization's mission and strategic direction.

Define Children Served

- Describe how your organization reaches and supports young people. Include number of youth served, related demographic data (e.g., ages

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served, gender mix, ethnicity, % on free and reduced lunch program), hours of operation, and schedule of activities.

- Specifically, describe successful engagement with economically disadvantaged and diverse populations.

Geographic Area

- Describe the geographic area served by your organization/program.

Program Goals, Objectives, & Impact

- Describe how a grant from Best Buy can help achieve your current and future objectives.
- Describe how a grant would support the development of youth – increasing 21st century skills and bridging the digital divide.

Program Description

- Describe experience with informal learning environments.
- Describe your experience with using technology as a learning tool for teens.
- Give examples of prior experience with program evaluation.

Implementation Plan

- Describe leadership opportunities for youth, as well as the role of youth in planning and implementing programs and activities.
- Include examples of any collaboration with organizations in the community.
- Outline any proposed or existing Best Buy employee volunteer activities.

Sustainability

- Describe your volunteerism program.
- Describe your reputation in the community and give examples of a demonstrated history of success.

Measurement

- Outline, in a bulleted format, the specific metrics used to track program success in areas of developing 21st century skills and bridging the digital divide (e.g., types of skills and level of proficiency, amount of interest in digital learning, technology access provided to underserved youth).
- Provide a brief explanation of your program evaluation process.

Brief Narrative of Organization's Budget

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- List corporate funders, levels of support and any funding received from Best Buy previously.

Brief Narrative of Program's Budget

- Include total program budget, identifying how funds from Best Buy would be used.

Other Funding Sources

- List of other funders of the program and levels of support, for which you're requesting funds.

Proposal Deadline and Administrative Information

Grant Awards: Program grants (no general operating or product requests) typically range from \$4,000 to \$6,000 and will not exceed \$10,000.

Grant Period: Up to one year of funding

Application Site Opens: At 8 a.m. EDT on **Monday, June 1, 2015**

Proposal Due Date: Proposal must be submitted no later than 8 a.m. EDT on **Monday, June 29, 2015**

Final Submissions: <https://easymatch.com/bestbuygrants>

Proposal Requirements and Information: Proposals must be submitted **electronically**, please contact the Application Site Contact with any systems questions during the stated hours below.

Notification Date: **September 15, 2015**

Additional Information: <https://corporate.bestbuy.com/community-grants-page/>

Contact: Community.Relations@bestbuy.com

Application Site Contact: bestbuygrant@easymatch.com or 866-625-4350 – Hours of operation are 8 a.m. to 6 p.m. EDT, Monday through Friday.

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THE ALAN AND VADA DOW FAMILY FOUNDATIONS

1. Name of Program and Web Site (if Available)

THE ALAN AND VADA DOW FAMILY FOUNDATIONS

<http://www.avdowfamilyfoundation.org/t30-grant-information.aspx>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

The Alden and Vada Dow Family Foundations' priority and focus for funding grants are for the following program areas:

- Programs in the areas of **health and human services**, the arts, **education, youth programs**, the environment, and civic/community projects
- Nonprofit organizations located in Michigan only, with focus on the **Midland/Bay/Saginaw area and areas north**
- Support for operations (*Readers should note that support for general operations is very rare among grantmakers.*)

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	Usually \$ 3,000
Maximum Grant Funding Amount	Usually \$ 20,000
<i>The web site does not disclose an expected range of grant amounts.</i>	

5. Timing of Application Request

Grant Application Procedures

First time applicants that meet the eligibility requirements are asked to submit a request in writing outlining their proposal before sending a formal grant request using our Grant Guidelines. All proposals must follow our Grant Guidelines and include all requested information and attachments. No additional copies are needed.

Grantmaking Timetable

The Alden and Vada Dow Family Foundations have two funding cycles each year. **We ask that all proposals be fully submitted to us by January 15 for consideration during the Spring cycle, and by August 15 for consideration during the fall cycle. Organizations may only receive one grant within a twelve-month period.**

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6. Program Description

The mission of the Alden and Vada Dow Family Foundations is to enhance the quality of life, primarily in the State of Michigan, through the funding of programs in the areas of the arts, the environment, **education, health and human services and youth programs.**

7. Program Application – Who Should Apply

Civil Air Patrol Squadrons/Flights in Michigan, preferably with a geographic focus on the Midland/Bay/Saginaw area and areas north.

This also might be applicable for use at the MIWG level to fund certain programs such as the MIWG STEM Outreach Subgrant program.

8. Program Details

ELIGIBILITY CHECKLIST

The Alden and Vada Dow Family Foundations support organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code and are not classified as private foundations under section 509(a) of the Code.

GRANT SUBMISSION PROCESS

See the Required Grant Cover contain in the

Please provide the following information in the listed order, using the same headings, subheadings and numbers.

A. Grant Application Cover Sheet

Please complete the Grant Application Cover Sheet that is attached to this Grant Application. Your application cannot be processed without the completed cover sheet.

B. Executive Summary - Narrative

This should be no more than a **one-page executive summary**. Explain why your agency is requesting this grant, what outcomes you hope to achieve how you will spend the funds if the grant is made.

C. Agency Information

1. Prepare a brief summary of agency history including the number of years in operation and major accomplishments in the last three years.
2. Describe your **current programs** and list any **recent significant expansion and/or cutbacks**.
3. Provide a summary of your **organization's staffing**, including tenure and turnover statistics.
4. List and describe how **board members** are involved in your organization: percentage of board members attending meetings, percentage of board

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members providing financial support, fund raising, strategic planning, program development and evaluation.

5. Explain how **volunteers** are recruited and included in the work of your organization. Provide a summary of the number of volunteers involved and turnover within the volunteer group.

D. Purpose of the Grant

1. Describe the **need to be addressed** by the Proposed Project/Program.

2. Target Population

- Please describe the **population** the project/program will benefit. Include information on socio-economic status, location, gender, ethnicity, age, physical abilities and/or other descriptions, as appropriate.
- Describe any **selection, admission or eligibility criteria** for entering your program.

3. Program and Evaluation

- Describe each of your **project/program goals**, together with related objectives, activities, target group, expected progress, time frame, and assigned staff person.
- Provide a brief description of how you expect the proposed activities will **benefit the participating individuals and/or the community**.
- Describe your **plan for evaluating your success** in achieving each of your project/program goals, including type of data to be collected, collection dates, persons responsible, and feedback mechanisms.

E. Collaborations for Proposed Project/Program

1. Describe **active involvement, if any, of the constituents** in defining problems to be addressed, making policy and/or planning the project/program.
2. Describe the **nature of project/program collaborations**, if any, with other organizations and projected impact on project/program goals.
3. Summarize the amount of grant funds to be paid to collaboration partners.

F. Mission Information

1. List your agency's **mission statement**.

G. Project/Program Budget: General Instructions

1. The project/program budget should reflect each year of anticipated support from all sources including The Alden and Vada Dow Family Foundations. If your application is for general operating support, the project/program budget should be your total organizational budget.

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2. A budget narrative should accompany the project/program budget.
3. Please indicate priority items in the proposed grant budget, in the event we are unable to meet your full request.

H. Required Attachments – *Proposal will not be processed without these!*

1. **A copy of the current IRS determination letter** indicating 501(c)(3) tax-exempt status must accompany the proposal.
2. Finances:
 - Organization's **current annual operating budget**, including expenses and revenue. Please show comparison of current annual budget to previous year's actual expenses.
 - Copy of the **project/program budget** for which you are seeking funding.
 - The **two most recent audited financial statements** with auditor's report. Please explain any significant changes in fund balances.
 - Copy of the **two most recent complete IRS 990** forms.
3. List of amounts requested and/or received from foundations, corporations and other funding sources to which this proposal has been submitted. Please note if the amounts requested are pending, received, pledged or declined.
4. If your agency or the program that you are requesting funds has an **endowment fund**, please state the value of the endowment and the spending policy.

I. Requested Attachments

1. **Letters of support** from collaborating partners. If applicable, collaborating partners should clearly indicate their level of involvement/commitment to project/program.
2. Annual Report and Strategic Plan, if available.

SELECTION AND AWARD PROCESS

We will respond by letter to all proposals or inquiries and will inform you whether your organization has or has not been awarded a grant.

FUNDING EXCLUSIONS

The Foundation will NOT make Grants or Scholarships to individuals.

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COSTCO WHOLESALE

1. Name of Program and Web Site (if Available)

COSTCO WHOLESALE GRANT PROGRAM

<http://www.costco.com/charitable-giving.html>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

*In keeping with Costco Wholesale's giving guidelines, our warehouses and regional offices specifically support programs focusing on children, **education and health and human services.***

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	\$ None
Maximum Grant Funding Amount	No more than 10% of Program Annual Budget

The web site does not disclose an expected range of grant amounts.

5. Timing of Application Request

Costco accepts grant applications throughout its fiscal year (September – August) . Please allow a lead time of at least 90 days to give Costco ample time to consider your request.

6. Program Description

Costco Wholesale focuses on charitable programs and community activities in the markets where they do business. ***In Michigan, these areas include Grand Rapids, Kalamazoo, Ann Arbor, Brighton, Livonia, West Bloomfield, Auburn Hills, and Madison Heights.***

7. Program Application – Who Should Apply

Since CAP is a fully qualified 501(c)3 tax exempt organization, local CAP units are eligible to apply for grants from Costco Wholesale if they are located in or within a reasonable distance from one of the Costco market areas described above.

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8. Program Details

ELIGIBILITY CHECKLIST

Costco Wholesale will only consider grant applications from appropriately documented 501(c)3 Organizations with an IRS Tax Exemption letter.

FUNDING EXCLUSIONS

Examples of support which Costco Wholesale does not provide funding:

- *Individuals*
- *Capital campaigns, building projects, or equipment*
- *Transportation and travel expenses*
- *Political organizations*
- *Religious organizations for religious purposes*
- *Salaries*
- *Government agencies*
- *Loans or investments*
- *Research studies*
- *Athletic teams, events, or sponsorships*
- *Animal related programs, including shelters*
- *Merchandise for fundraisers and auctions*
- *Symposiums, conferences, conventions, professional association meetings*
- *Individual primary and secondary schools*
- *Merchandise promotions, partnerships or advertising*
- *General awareness campaigns*
- *Development or production of books, films, videos, television programs, or websites*
- *Parties, celebrations, parades, festivals and raffles*
- *Deficit funding*

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THE SHOPKO FOUNDATION

1. Name of Program and Web Site (if Available)

SHOPKO COMMUNITY CHARITABLE GRANT PROGRAM

<http://www.shopko.com/thumbnail/Company/Community-Giving/Shopko-Foundation/pc/2176/c/2181/2185.uts#>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

The Shopko Foundation is proud of Shopko's roots as a retail health and optical care provider. To maximize its impact, the Foundation has a narrow focus on areas of giving that support the health of Shopko customers, teammates and communities. The Foundation also recognizes that education is fundamental to an individual's health and functionality in society.

To achieve its vision, the Shopko Foundation believes in supporting community projects that may be accessed by, and our contribution made well known to, customers and teammates of Shopko. Funds will support established non-profit organizations with a proven record of success in maintaining solid, critical programs or innovative new organizations and programs supported by established non-profits or successful leadership. Consideration will be given to grant proposals that:

- help citizens of all ages maintain or improve their physical health; and,
- help students succeed in school and become self-sufficient adults.

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	None Stated
Maximum Grant Funding Amount	\$ 1,000
<i>The web site does not disclose an expected range of grant amounts.</i>	

5. Timing of Application Request

Shopko Foundation accepts online grant applications throughout its fiscal year (January 1 –December 31)

6. Program Description

The Foundation views each community where Shopko has operations as our "hometown." We appreciate the opportunity to do business in these communities and strive to strengthen them through support of charitable events and activities which promote healthy lifestyles and **educational**

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opportunities for residents.

7. Program Application – Who Should Apply

This grant program is suitable for CAP Squadrons/Flights located within 25 miles of a Shopko location.

8. Program Details

ELIGIBILITY CHECKLIST

An organization/institution must be recognized as a charitable tax-exempt organization by the United States Internal Revenue Service under section 501(c)(3). Grants to accredited publicly/privately funded schools, colleges, and universities will be also considered. ***We recommend the organization is located within 25 miles of a Shopko store.***

Grant requests must contain all required information and be submitted at least 45 days prior to the date of the scheduled event to ensure sufficient time for review. Requests should be related to a specific program or project, rather than related to general fundraising.

Each organization is limited to one application per grant cycle (January 1st – December 31st). If more than one application is received from the same organization in the same grant cycle, only one application will be considered.

Organization/institutions must be approved by the Foundation and confirm compliance with program criteria to participate in the Community Charitable Grant Request program.

INFORMATION NEEDED FOR THE SHOPKO ONLINE APPLICATION

Once you have determined that your organization is eligible to apply for a grant, you can log in or create an account. The following information will be required on the application:

- Tax ID Number: You will be asked to enter the organization's Federal Tax ID to verify its 501(c)(3) status with information in the IRS database.
- Eligibility Evaluation: You will be asked to respond to an eligibility question to determine if your organization meets the criteria for a grant.
- Organization, Contact, and Grant Information: Please read and follow directions carefully as you complete the required fields
- Attachments: You will be asked to attach the following documents:
 - Organization Budget

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- Project Budget
- Tax Exempt/Accreditation Status (Required)
- Additional Supporting Material

FUNDING EXCLUSIONS

In general, the Shopko Foundation does not support the following:

- Programs or events that do not support the Foundation's mission
- Programs or events outside of Shopko communities
- Sponsorship of cultural exhibits
- Events which provide assistance to a specific individual
- Advertising in event programs or yearbooks
- Religious organizations (however gifts designated for, and restricted to, human services or humanitarian purposes may be eligible)
- Political or fraternal organizations
- Events with multiple or competing business sponsors
- Organizations that discriminate on the basis of sex, creed, national origin or religion
- Charitable requests in support of raffle, auctions, benefits or similar fundraising events

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THE OLSEON FOUNDATION

1. Name of Program and Web Site (if Available)

THE OLSEON FOUNDATION – HELPING OTHERS HELP THEMSELVES

www. <http://olesonfoundation.org/>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

The Olseon Foundation has four funding areas. These include:

- Education
- Environment
- Community Development
- Health and Human Services

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	\$ 1,000
Maximum Grant Funding Amount	\$ 50,000

The web site does not disclose an expected range of grant amounts.

5. Timing of Application Request

The deadline for grant applications is **April 1st each year**. Notification of the decision of the Board of Trustees will be in mid-June.

6. Program Description

The Oleson Foundation's interests are broad but reflect the wishes of our founders, Gerald and Frances Oleson, to help people help themselves and give the greatest good for the greatest number. We are looking for sustainable, collaborative projects and programs that improve the quality of life for our area residents.

7. Program Application – Who Should Apply

This program is generally suitable for CAP Squadrons /Flights located in the counties of Grand Traverse, Emmet, Charlevoix, Benzie and Manistee.

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8. Program Details

ORGANIZATIONAL ELIGIBILITY

Organizations applying ***must*** meet the one of following criteria:

All applicants must be 501(c) 3 designated non-profit organizations, or hold non-profit status such as schools, units of government, and churches.

SELECTION AND AWARD PROCESS

Applicants must submit a NARRATIVE with a detailed description of the project, including a clear purpose, dates, timelines, location, key staff, and number of people served. If the request is for items, please include bids or invoices for large equipment. Please utilize the ***Grant Application Cover Sheet*** and ***Project Proposal Budget*** provided on the website along with the requested attachments.

FUNDING EXCLUSIONS

Grants will NOT be made to individuals, endowments, or for scholarships.

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THE W. K. KELLOGG FOUNDATION

1. Name of Program and Web Site (if Available)

W. K. KELLOGG FOUNDATION – EDUCATED KIDS

www.wkkf.org/grantseekers

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

We believe that one measure of a society is the importance it places on the optimal development of all of its children. *We envision a future and a society where every child thrives, and we invest in areas to advance that vision.*

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	None Stated
Maximum Grant Funding Amount	None Stated
<i>The web site does not disclose an expected range of grant amounts.</i>	

5. Timing of Application Request

The W. K. Kellogg Foundation accepts all grant requests on an ongoing basis throughout the year.

6. Program Description

The Statement of WKKF's Focus Area on Educated Kids

We seek to improve the quality of both teaching and learning through leadership and professional development in which educators receive the support and training they need to deliver high-quality learning opportunities for all students. This includes working with child care providers, schools and teacher preparation programs to create safe, positive environments that are content rich, results-driven and culturally meaningful and relevant.

We support aligning systems to increase collaboration and improve the effectiveness of everyone who works in early child development – including centers, home-based and informal child care, K-12 schools, government systems and business. We believe this is essential if all families and young children are to have access to high-quality education.

This focus area of WKKF is the most likely to be applicable to funding STEM Education in local community schools. As such, it is of interest to MIWG as a potential funder of unit, group, and Wing level projects relating to such.

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7. Program Application – Who Should Apply

Since the W. K Kellogg Foundation makes grants over such a wide range of grant amounts, this funder is potentially appropriate for all echelons of MIWG to consider if they have a program/project that fits one of the Foundation's focus areas and serves a geographical audience that the Foundation will consider.

Please note that Education-related projects that serve children in Michigan are considered a primary strategic focus area by WKKF.

8. Program Details

ELIGIBILITY CHECKLIST

To be eligible for support, your organization or institution, as well as the purpose of the proposed project, must qualify under regulations of the United States Internal Revenue Services. As a result, we are not able to provide funding directly to individuals.

ORGANIZATIONAL ELIGIBILITY

As a charitable 501(c)3 organization recognized by the Internal Revenue Service as a Tax Exempt Entity, MIWG and all of its subordinate units are eligible for support by WKKF.

SELECTION AND AWARD PROCESS

WKKF requires that all proposals be submitted through the initial submission process on our website. This ensures that WKKF collects consistent information from all applications, and it allows us to learn from both those who receive funding, and those who do not. Further, the online submission process helps us better track all requests, and ensure that grant-seekers receive a response in a timely manner.

Please submit an online application through the WKKF grant portal at:

<http://www.wkkf.org/grants>

and click on "Apply for a Grant" in the upper right-hand corner of the page.

FUNDING EXCLUSIONS

In general, we do not provide funding for the operational phases of established programs, capital requests (which include the construction, purchase, renovation and/or furnishing of facilities), equipment, conferences and workshops, scholarships or tuition assistance, films, television and/or radio programs, endowments, development campaigns or research/studies unless they are an integral part of a larger program budget being considered for funding.

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THE DOW CHEMICAL COMPANY

1. Name of Program and Web Site (if Available)

THE DOW CHEMICAL COMPANY – DOW GIVES

<http://www.dow.com/michigan/dowgives/>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

The Dow Chemical Company provides two potential funding opportunities for **Community Project Grants** serving the Great Lakes Bay Region that align to **Education**, Economic Development, Environmental Stewardship, or Enrichment – *and have the ability to produce sustainable benefits for a large number of community members.*

3. Potential Range of Funding Amount

The Dow Chemical Company provides two separate levels of grant funding in support Community Projects in the Great Lakes Bay Region. Both of these Community Project grants can support the areas as defined in Purpose of Funding. They only differ in the range of funding as follows:

Community Donor-Advised Grants

Minimum Grant Funding Amount	\$ No Minimum
Maximum Grant Funding Amount	\$ 10,000.00

The web site does not disclose an expected range of grant amounts.

Community Impact Grants

Minimum Grant Funding Amount	\$ 10,000.00+
Maximum Grant Funding Amount	\$ No Maximum

The web site does not disclose an expected range of grant amounts.

5. Timing of Application Request

The Dow Chemical Company has two grant cycles per year. Thus, grant requests are reviewed twice per year.

Applications received after the stated deadline will be considered in the next grant cycle.

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1st Cycle in 2016

Application opens: January 1, 2016

Application deadline: January 31, 2016

Notification date: March, 2016

2nd Cycle in 2016

Application opens: June 1, 2016

Application deadline: June 30, 2016

Notification date: August, 2016

6. Program Description

Community Donor-Advised Grants

Community Donor-Advised Grants are for requests \$10,000 or less. They are provided by Dow and administered by local Community Foundations. These grants must meet the same eligibility criteria as other Dow grants and requests will be reviewed twice a year.

To apply, contact your local community foundation below:

Contact Information

Midland Area Community Foundation

Contact: Nancy Money

Email: nmoney@midlandfoundation.org

Phone: 989-839-9661 x32

Website: www.midlandfoundation.org

Bay Area Community Foundation

Contact: Lisa Cleland

Email: lisac@bayfoundation.org

Phone: 989-893-4438

Website: www.bayfoundation.org

Saginaw Community Foundation

Contact: Kendra Kempf

Email: kendra@saginawfoundation.org

Phone: 989-755-0545

Website: www.saginawfoundation.org

Community Impact Grants

Community Impact Grants will be considered for projects *requiring more than \$10,000*. These grants are administered directly by Dow Chemical Company

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& must meet the same eligibility requirements as other Dow Chemical Company grants.

To apply for a grant:

Organizations may apply by invitation only. To speak to a Dow representative about your potential request, please contact Dow Chemical Company using the following website:

<http://www.dow.com/michigan/contact/dowgivescontact.htm>

7. Program Application – Who Should Apply

As long as the project aligns with one of the supported funding areas previously defined, MIWG Local Units could likely apply for funding under the *Community Donor-Advised Grants*, as long as the usage of the funding was restricted to the Great Lakes Bay Region as stated in the Dow Chemical Company's geographical restrictions.

Similarly, as long as the project aligns with one of the supported funding areas previously defined, MIWG could likely apply for funding under the *Community Impact Grants*, as long as the usage of the funding was restricted to the Great Lakes Bay Region as stated in the Dow Chemical Company's geographical restrictions.

8. Program Details

ORGANIZATIONAL ELIGIBILITY CHECKLIST

Organizations must meet the following requirements to be eligible for a grant:

- Applicants must be a charitable or non-profit organization with a 501c(3) designation or eligible government or school with required tax documentation. Note – faith based organizations may qualify, provided their proposed project is for the benefit of the community as a whole rather than just the members of the congregation.
- The organization must reside in the Great Lakes Bay Region and grants must benefit the region.
- The project must align to one or more of the following Dow Community Success priorities:
 - *Building the Workforce of Tomorrow – Promotes the interest and preparation for student career opportunities in Science, Technology, Engineering and Math (STEM).*
 - *Solving World Challenges – Addresses a world challenge that this community is facing or raises awareness across a broad public*

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audience (i.e. Environment, Housing, etc.).

- Driving Community Development – Promotes economic development and job creation, meets community defined needs, provides sustainable improvement in the social infrastructure, or provides funding for materials/tools resulting in long-term benefits to the community.
- The organization must be able to demonstrate it is financially stable.
- The organization has a defined plan to sustain the long-term viability of the project.
- Measures of success are defined in the application to demonstrate project impact in the region; organization agrees to submitting impact data, after one year of project completion.
- The project will impact a large number of citizens in the region and will address a regional need.
- The amount of funding requested must accurately reflect the amount needed to fund the project; upon evaluation, grant requests for more than \$10,000 may be referred to the local Community Foundation for processing as a Donor Advised Grant.
- If additional funding is required to complete the project, the organization will already have the funding sources identified prior to submitting a Dow grant request.

FUNDING EXCLUSIONS

Examples of charitable organizations and/or activities *that would not qualify for funding include:*

- Projects submitted by for-profit businesses, religious organizations for the sole benefit of the organization, individual sports teams (see Community Youth Grants), political organizations for candidates, labor unions, homeowners' associations or individuals.
- Operating expenses, personal computers, travel expenses, conferences, advertising, fundraising events, giveaways or prizes, individual scholarships, dues and memberships, or lobbying expenses.

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THE BANK OF AMERICA FOUNDATION

1. Name of Program and Web Site (if Available)

THE BANK OF AMERICA FOUNDATION COMMUNITY GRANTS

<http://about.bankofamerica.com/en-us/global-impact/find-grants-sponsorships.html#fbid=1i-gPttsW99>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

At Bank of America, we're working to connect communities to better economic futures by responding to fundamental issues related to jobs, housing and basic human services. These focus areas allow us to take a comprehensive approach to a wide range of needs related to workforce development and **education**, community development, and basic human services. As a financial institution, we respond in two ways—by helping to address the immediate need as well as longer term solutions for economic self-sufficiency. And we're investing \$2 billion over ten years in this effort.

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	\$ None Stated
Maximum Grant Funding Amount	\$ None Stated
<i>The web site does not disclose an expected range of grant amounts.</i>	

5. Timing of Application Request

Based on the Bank of America Foundation's 2015 RFP information, it appears that its RFP for Education and Workforce Development will be open from mid-January 2016 through mid-February 2016. (This will be confirmed as the date for response to the RFP draws closer.)

6. Program Description

Today's national median income is lower than in 2011, the poverty rate is rising, and youth unemployment is consistently double the national average of unemployment. So we're supporting workforce development and education opportunities including financial support to nonprofits, business initiatives to establish employment pathways, and employee volunteerism such as mentoring and teaching better money habits.

The Bank of America Foundation focuses our giving to connect individuals and young adults to employment and improve education and training for our workforce.

To that end, the Bank of America Foundation funds opportunities that connect young people/teens to first time work opportunities and recognizing service as a pathway to gaining employment and leadership skills.

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Examples:

- **High school and college matriculation and graduation:** opportunities that help students move from middle to high school and high school to post-secondary success (including at the community college level)
- **Skill development and job training:** programs that provide soft and hard skill training coupled with opportunities for cross-sector career exposure including social enterprise jobs, service and community engagement opportunities, internships and apprenticeships

7. Program Application – Who Should Apply

This is a program that is geographically limited only to use in the Detroit, MI area. Depending on the size of the grant request, the grant application might be applicable to funding for a large local unit, a group command in the Detroit, MI area, or by MIWG.

8. Program Details

ORGANIZATIONAL ELIGIBILITY

To be considered for a local grant, your organization:

- Must be tax-exempt under section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation
- Must be based and serve communities in the Detroit area
- Should be aligned with our funding priorities of community development, **education** and workforce development and critical needs.

FUNDING EXCLUSIONS

The following organizations are not eligible for funding:

- Organizations that deny service to a potential client or beneficiary on the basis of race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status
- Individuals, including those seeking scholarships or fellowship assistance
- Political, labor, fraternal organizations, or civic clubs
- Religious organizations (for example, churches and synagogues). Some secular community service programs such as soup kitchens, shelters for the homeless, and job banks are eligible, even when sponsored by religious groups.

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- Individual pre-K-12 schools (public or private)
- Sports, athletic events, or athletic programs
- Travel-related events, including student trips or tours
- Development or production of books, films, videos, or television programs
- Memorial campaigns

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WELLS FARGO BANK

1. Name of Program and Web Site (if Available)

WELLS FARGO BANK – CORPORATE GIVING

<https://www.wellsfargo.com/about/charitable/>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

Wells Fargo is proud to support organizations that work to strengthen our communities. We look for projects that keep our communities strong, diverse, and vibrant. Our first priority is to support programs and organizations whose chief purpose is to benefit low- and moderate-income individuals and families.

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	\$ None Stated
Maximum Grant Funding Amount	\$ None Stated
<i>The web site does not disclose an expected range of grant amounts.</i>	

5. Timing of Application Request

If an Upper Peninsula MIWG unit has a proposed project that meets Wells Fargo’s eligibility requirements and fits the Wells Fargo Bank giving priorities, we encourage you to proceed with our online application. ***Applications are accepted throughout the year.***

For more information, please contact:
 Andrew Ruehl, VP/Community Affairs Officer
 Wells Fargo Community Relations
 100 E Wisconsin Ave, Suite 1200
 Milwaukee, WI 53202-4107
 MAC N9811-121
 414-224-7485
 andrew.ruehl@wellsfargo.com

6. Program Description

In the Upper Peninsula of Michigan, Wells Fargo Bank is proud to support projects involving Community Development, ***Education***, Human Services, Arts & Culture, and the Environment.

Education

Wells Fargo accepts requests for financial support of nonprofits whose primary focus is to help educational institutions. The primary focus of grant requests should be to promote academic achievement for low- and moderate-

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income students. We will also consider requests that provide GED and ESL programs.

7. Program Application – Who Should Apply

The programs of the Wells Fargo Bank in Michigan are currently limited only to communities in Michigan's Upper Peninsula that are served by a local Wells Fargo Bank. Therefore, it is probable that the only MIWG units that will be eligible to apply will be those located in the Upper Peninsula of Michigan and then only for projects that directly serve educational needs in communities that are served by a local Wells Fargo Bank.

8. Program Details

ORGANIZATIONAL ELIGIBILITY

Wells Fargo makes contributions to organizations with tax-exempt status under Section 501(c)(3) of the U.S. Internal Revenue Code, as well as qualified tribal and governmental agencies.

FUNDING EXCLUSIONS

Please note that Wells Fargo is unable to consider grants for the following:

- Advertising and promotional items
- Animal related causes
- Capital campaigns
- Endowments
- For-profit entities including start-up businesses
- Hospitals
- Individual higher education institutions
- Individuals, including scholarship or fellowship assistance
- International organizations
- Marketing activities
- Political, labor, religious or fraternal activities
- Publications, films or production underwriting
- Purchase of tables/tickets to fundraising events
- Recreational programs
- Single disease issues
- Sports/athletic group activities
- Start-up funding for new organizations
- Travel, including student trips

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- Vehicles
- Video or film production, including documentaries

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THE DTE FOUNDATION

1. Name of Program and Web Site (if Available)

THE DTE FOUNDATION – UNCOMMITTED FUNDS

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

K-12 Education is an important Focus of the DTE Foundation.

The DTE Foundation is always looking for new unanticipated opportunities to use its uncommitted funds to support innovative new programs of potential new partners in addition to its Signature and Anchor Partners

DTE Foundation will consider support for programs that increase the number of college undergraduates entering the STEM (Science, Technology, Engineering and Math) disciplines, thereby expanding the STEM workforce pipeline.

Priority will be given to programs that:

- Demonstrate proven effectiveness with increasing the number of college undergraduates in the STEM disciplines
- Provide an opportunity to improve skills in more than one STEM discipline
- Target high school age children
- ***Provide programs in underserved communities of DTE Energy's service area***
- Serve a large number of students (district-wide, multiple cities)

Academic tutorial and enhancement programs that advance student achievement must be part of the prospective partner organization's core mission.

4. Potential Range of Funding Amount

The DTE Foundation has three levels of grant funding. They are as follows:

Tier I Grant Funding

Minimum Grant Funding Amount	\$ 500
Maximum Grant Funding Amount	\$ 2,000

The web site does not disclose an expected range of grant amounts.

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Support from the Tier I funding level is likely best suited for qualifying activities of a MIWG Group or Squadron/Flight for local activities occurring within the DTE Service Area.

Tier II Grant Funding

Minimum Grant Funding Amount	\$ 2,001
Maximum Grant Funding Amount	\$ 10,000

The web site does not disclose an expected range of grant amounts.

Support from the Tier II funding level is likely best suited for qualifying activities of a MIWG Group for local activities occurring within the DTE Service Area.

Tier III Grant Funding

Minimum Grant Funding Amount	\$ 10,001
Maximum Grant Funding Amount	No maximum

The web site does not disclose an expected range of grant amounts.

Support from the Tier III funding level is likely best suited for qualifying activities of the MIWG or a Group for qualifying activities occurring within the DTE Service Area.

Each of the above ranges of funding has its own grant request form that must be used to submit an application for funding.

5. Timing of Application Request

DTE Foundation accepts grant applications during the following four “grant application windows” that occur during the year:

- | | |
|--------------------|--------------------------------|
| 1st Quarter | January 20 - February 2 |
| 2nd Quarter | April 20 - May 1 |
| 3rd Quarter | July 20- July 31 |
| 4th Quarter | October 19 - October 30 |

Failure to abide by these “grant application windows” results in automatic disqualification of the grant application from further consideration.

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6. Program Description

DTE Foundation's Uncommitted Funds Distribution is highly competitive. Not all submitted projects or programs can be funded. DTE Foundation endeavors to select those projects that it believes will have the greatest impact on the greatest number of target recipients within an area.

7. Program Application – Who Should Apply

MIWG, its Groups, and its Squadrons/Flights can all consider making an application to one or more of the various levels of funding available consistent with its needs and the relevancy to STEM Education.

Please remember that the project or program funded must take place within an area funded by DTE Energy.

8. Program Details

ELIGIBILITY CHECKLIST

To be considered for a charitable contribution from DTE Energy or the DTE Energy Foundation, the requesting organization *must* meet all of the following criteria:

- Be located in or provide services to a community in which DTE Energy does business
- Be a nonprofit (i.e. be exempt for federal income tax under section 501(c)(3) of the Internal Revenue Code and not a private foundation, as defined in Section 509(a) of the Code)

FUNDING EXCLUSIONS

Contributions are not given to:

- Individuals (including those seeking direct scholarships)
- Political parties, organizations or activities
- Religious organizations for religious (denominational) purposes
- Organizations that are not able to demonstrate commitment to equality and diversity (clients, staff, and board composition)
- Student group trips
- National or international organizations, unless they are providing benefits directly to our service-area residents
- Projects that may result in undue personal benefit to a member of the DTE Energy Foundation board, or to any DTE Energy employee

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- Conferences unless they are aligned with DTE Energy's business interests
- Single purpose health organizations
- Hospitals, for building or equipment needs

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THE M. E. DAVENPORT FOUNDATION

1. Name of Program and Web Site (if Available)

M.E. Davenport Foundation Grant Program

http://www.medavenport.org/grant-criteria

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

The foundation gives high consideration to projects in Education as described below:

- Business, professional, and career/employment training and re-training.
- Educational programs designed to optimize learning at any stage of the learning lifecycle from preschool to post-secondary. The scale of the effort can be large or small, work within existing learning environments or create new access/outreach portals. Initiatives should show promise in approaching and addressing emerging needs and challenges.

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	None Stated
Maximum Grant Funding Amount	None Stated

The web site does not disclose an expected range of grant amounts.

Recent grant history shows that this grantmaker has funded grants ranging from “a few thousand dollars” to “millions of dollars”. Recent grant history also demonstrates that the larger the grant amount is, the more likely it is to be made as a multiyear grant spread out over a specified period of years.

5. Timing of Application Request

A full proposal is neither necessary nor recommended as a first step. Please begin your application process with a *brief inquiry that introduces your organization and/or program and states its purposes.* The Foundation accepts inquiries and proposals by regular mail, but *email is the preferred method.* You may send your inquiry to info@medavenport.org, or, by postal mail to our office at:

**M.E. DAVENPORT FOUNDATION
433 E. FULTON STREET
STEWART WHITE HALL
GRAND RAPIDS, MI. 49503**

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Inquiries receive an initial screening for compatibility with the foundation's mission and purposes. ***Please refer to our Grant Guidance web page to see if your request meets basic programming criteria.*** If the inquiry is determined not to fall within grant guidelines, notification will be sent. Qualifying candidates will be asked to provide further information in the form of a fully developed proposal.

6. Program Description

TIMETABLE. So that we may give proper attention to each request, we "batch" proposals into review cycles at 4-5 month intervals. This sequence allows time for in-depth review, including requests for follow-up information. When submitting, please expect an average of 4 months **from initial inquiry to notification of a decision.** Please note that this is a midpoint that can vary either way subject to the size of the request and program.

7. Program Application – Who Should Apply

The M.E. Davenport Foundation has geographical limitations on where it will fund programs and projects, as follows, namely:

- The Grand Rapids Metropolitan Area
- Western Lower Peninsula of Michigan
- The Central Upper Peninsula of Michigan

Therefore only those MIWG Groups and Squadrons/Flights located in these areas are eligible to apply for funding from this grantmaker.

8. Program Details

The M.E. Davenport Foundation will consider requests in a flexible range, from a few thousand dollars to up to \$250,000 or more. Larger grants are typically distributed in multi-year commitments of 2-5 years. The M.E. Davenport Foundation grantmaking policy emphasizes a broad and varied donor base as part of any project's funding structure. They strongly prefer to be represented at a support level proportional to other comparable donors to the same project or program.

FUNDING EXCLUSIONS

Unless by special circumstance, or at the discretion of the Foundation board of directors, the foundation does not support:

- Health & sciences, medical research, or delivery of health services
- Parks and recreation
- Arts (unless connected closely to a specific educational purpose)

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Under no circumstances does the foundation fund:

- Programs intended primarily to advance specific religious or political affiliations or agendas
- Direct support to individuals, including individual scholarships or small business loans
- Debt retirement or budget deficit remediation

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THE GERBER FOUNDATION

1. Name of Program and Web Site (if Available)

GERBER FOUNDATION WEST MICHIGAN GRANTS

<http://www.gerberfoundation.org/west-michigan-grants/interests>

2. Type of Program

Grant Funding – Restricted Funds

3. Purpose of Funding

As the birthplace of the Gerber Foundation, the foundation supports a variety of youth programming within a 4-county area that includes Lake, Muskegon, Newaygo, and Oceana Counties in West Michigan.

Grants are geared towards projects serving youth from 0-18. A special emphasis is placed on projects focused on:

- Health and Dental issues
- Early childhood education
- Parenting education
- ***Math, Science, Technology Education.***
- The grants are also provided for certain historical interest such as camp scholarships and ***Ag science education*** (4-H and FFA)

Programs that are collaborative and that have support from the broader community are encouraged.

Although typically under \$10,000, grants may range from \$100 to \$20,000. Grants are generally limited to one-year commitments.

Applicants may contact the Foundation office to discuss their project with Foundation staff at any time throughout the year.

4. Potential Range of Funding Amount

Minimum Grant Funding Amount	\$ 100
Maximum Grant Funding Amount	\$ 20,000

The web site does not disclose an expected range of grant amounts.

5. Timing of Application Request

Deadlines for applications are March 15 and September 15 of each year. If this

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date falls on a weekend, the deadline will be the following business day.

Results may be expected by the end of April and October, respectively, if requests are under \$10,000. Or by the end of May and November, respectively, for requests over \$10,000.

6. Program Description

This is a somewhat localized program that is clearly applicable to the enhancement of STEM Education within its stated 4 county geographic restriction area.

7. Program Application – Who Should Apply

Based on this grantmaker's stated geographical restriction to the 4-county area that includes Lake, Muskegon, Newaygo, and Oceana Counties in West Michigan, this grant is useful to MIWG Group 703 and MI-119 for the purpose of enhancing STEM Education in the schools located in these four counties.

8. Program Details

ORGANIZATIONAL ELIGIBILITY

- Agencies must be located in or directly serving youth from one of the 4 counties indicated above.
- Grantees must be a public non-profit (with a 501c3 determination letter from the IRS) or governmental entity in order to apply.

Appendix-C

Companies Offering “Volunteer Hour” Grants

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Companies Known to Offer “Volunteer Hour Grants”

COMPANY NAME	Volunteer Hour Grant Description
AAA	Minimum 30 Hours All Employees Eligible for \$ 300 Non-Mgr. Brd Mbr Eligible for \$ 500 Mgr. Brd Mbr Eligible for \$ 1000
Aetna Insurance	Minimum 20 Hours All Employees Eligible for \$ 300 Qualified Retirees are also Eligible
Allstate Insurance Company	Minimum: 25 hours Agency Owners: Eligible for \$1000 Employees: Eligible for \$ 500
Altria (Phillip Morris)	Minimum 25 Hours Full Time Employees Only
Bank of America	Minimum: 50 Hours For 50 Hours: Eligible for \$250 For 100 Hours: Eligible for \$500
CMS Energy (aka Consumers Power)	Minimum 45 Hours Data is unclear as to who can qualify and precisely how the “Volunteer Grant” Award Amounts between \$100 to \$500 are determined
Dow Chemical Company	Minimum 25 Hours All Employees Eligible for \$250
DTE Energy	Minimum: 20 Hours DTE Awards between \$500 - \$2000 to employees <i>or retirees</i> who reach certain thresholds in nonprofit volunteer hours during a year.

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Entergy	<p><u>Individual Grants</u></p> <p>For 50 Hours Volunteer Service \$ 100 For 100 Hours Volunteer Service \$ 250</p> <p><u>Team Grants</u></p> <p>For 150 Hours Volunteer Service \$ 250 For 300+ Hours Volunteer Service \$ 500</p>
GAP Corporation	<p>For every 15 hours that you volunteer within one year with an eligible nonprofit, GAP Corporation will donate \$150 to the organization.</p> <p>The volunteer has 120 days from the date of the volunteer activity to apply for a <i>Money for Time</i> Volunteer Grant.</p>
General Motors	<p>Individual Minimum 50 Hours</p> <p>Team Minimum 50 Hours</p> <p>Each eligible employee can apply for a maximum of one (1) individual grant of \$250, and participate in one (1) team grant application of \$250, per calendar year.</p>
GM Financial (aka Ally Bank)	<p>Minimum 3 Hours</p> <p>Maximum 10 Hours</p> <p>The Volunteer Hours Grant is paid at the rate of \$25/hr up to a maximum of \$250</p>
HJ Heinz Company	<p>Minimum 50 Hours</p> <p>For 50 Hours Volunteer Service \$ 250 For 100 Hours Volunteer Service \$ 500</p>
Harley-Davidson	<p>Minimum 20 Hours</p> <p>Maximum 250 Hours</p> <p>The Volunteer Hours Grant is paid at the rate of \$5/hr up to a maximum of \$1000</p>

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Honda of America Manufacturing	<p>Minimum 50 Hours</p> <p>All Employees Eligible for \$ 250 Qualified Retirees are also Eligible</p> <p><i>Spouse Volunteer Hours are also Eligible</i></p>
JC Penney	<p>Minimum 15 Hours</p> <p>15 -100 Volunteer Hours \$ 50 101 – 250 Volunteer Hours \$125 251 – 200 Volunteer Hours \$250 501 + Volunteer Hours \$500</p>
JP Morgan Chase & Co.	<p>Minimum: 15 Hours</p> <p>Individuals who volunteer on a regular basis are eligible to request a volunteer hours grant to eligible nonprofit organizations on the following scale:</p> <p>15 – 24 volunteer hours \$ 150 25 – 49 volunteer hours \$ 250 50 – 74 volunteer hours \$ 500 75 – 99 volunteer hours \$ 750 100+ volunteer hours \$1000</p>
Kellogg Company	<p>Minimum 10 Hours Maximum 50 Hours</p> <p>All Employees and Qualified Retirees Volunteer Hours are paid at the rate of \$10/hr up to a maximum of \$500.</p>

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<p>Macy's</p>	<p>Minimum: 15 Hours / Calendar Yr.</p> <p>Open to participation in the service to the nonprofit entity by the Macy's employee, <i>retirees, the employee's spouse, and minor children over the age of 14.</i></p> <p><i>The Volunteer Grant for such participation by individuals is \$250. Each Macy's Family can request a maximum of two (2) such \$250 grants during a calendar year</i></p>
<p>Pfizer Inc.</p>	<p>Minimum 36 Hours Maximum 72 Hours</p> <p>For 36 Volunteer Service Hours \$ 500 For 72 Volunteer Service Hours \$1000</p> <p>All Employees and Qualified Retirees are Eligible.</p>
<p>PNC Financial Services Group</p>	<p>Minimum: 40 Hours</p> <p>There are two very interesting opportunities to earn Volunteer Hours Grants (as an Individual or as a Team) of \$1000 (Individual) or \$3000 (Team)</p> <p>Please refer questions to PNC Financial Services Group Human Resources.</p>
<p>Sprint Nextel Corporation</p>	<p>Minimum: 40 Hours</p> <p>For 40 Volunteer Service Hours \$ 250</p>
<p>State Farm Insurance</p>	<p>Minimum: 40 Hours</p> <p><i>Note: There is a requirement that the Volunteer Service Hours be performed on a "regular basis."</i></p> <p>For 40 Volunteer Service Hours \$ 500</p> <p>All Employees, Qualified Retirees, and State Farm Agents can participate.</p>

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<p>Toyota Motor Corporation</p>	<p>Minimum: 50 Hours</p> <p><i>Note: There is a requirement that the Volunteer Service Hours be performed on a “regular basis.”</i></p> <p>For 50 Volunteer Service Hours \$ 250 For 100 Volunteer Service Hours \$ 500</p>
<p>Verizon</p>	<p>Minimum: 50 Hours</p> <p>For 50 Volunteer Service Hours \$ 750</p> <p>Employee can do two organizations/yr.</p>
<p>Walmart / Sam’s Club</p>	<p>Minimum: 25 Hours</p> <p><u>Individual VAP Volunteer Grants</u></p> <p>25 hours with a single entity earns \$250. The employee may earn up to two (2) such grant for a single nonprofit organization per year. Additionally, the employee may do so as described above for a maximum of two separate nonprofit organizations annually.</p> <p><u>Team/Group VAP Volunteer Grants</u></p> <p>Groups of two or more employees who volunteer together are eligible to request Team VAP Grants that can range from \$500 to \$5000 depending on the number of employees who volunteer together at the same nonprofit organization.</p>

Appendix-D

Companies Offering CAP-Compatible Matching Gifts

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Companies Offering Matching Gift Programs

COMPANY NAME	Matching Gift Program Description
AAA	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 2500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee
American Electric Power (AEP)	Minimum Qualifying Amount \$ 250 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse Qualified Retirees
Aetna Insurance	Minimum Qualifying Amount \$ 24 Maximum Qualifying Amount \$ 500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
Allstate Insurance Company	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
Altria (Phillip Morris)	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 25000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee Only

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Asplundh Tree Expert Company	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
Astrazeneca PLC	Minimum Qualifying Amount \$ 50 Maximum Qualifying Amount \$ 2500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
AutoTrader.com	Minimum Qualifying Amount \$ 10 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
ADP (Automatic Data Processing)	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 3000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
AutoZone, Inc.	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees

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AXA Equitable Financial Services Co.	Minimum Qualifying Amount \$ 50 Maximum Qualifying Amount \$ 2000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
Bank of America / Merrill Lynch	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
BASF Corporation	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
Bridgestone / Firestone	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
Costco Wholesale Corporation	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 10000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse (Salaried only)

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Denso International	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 2000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse
DTE Energy	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
Farmers Insurance Group	Minimum Qualifying Amount \$ 50 Maximum Qualifying Amount \$ 500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse
GAP Corporation	The GAP Corporation has a very complex Matching Gift Program . Please consult the website below for additional details: https://www.bewhatspossible.com/give
Geico Insurance	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees

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General Electric	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 25000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
GM Financial aka Ally Bank	Minimum Qualifying Amount \$ 1 Maximum Qualifying Amount \$ 250 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
HJ Heinz Company	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retirees
Home Depot	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
John Deere	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees

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JP Morgan Chase & Co.	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
La-Z-Boy	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 1500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
Macy's	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$15000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employees
Nissan Motor Company	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 2000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse
Pfizer Inc.	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$15000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee <u>For Qualified Retirees Only:</u> Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is .5 to 1

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PNC Financial Services Group	Minimum Qualifying Amount \$ 50 Maximum Qualifying Amount \$ 2500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse
Progressive Insurance	Minimum Qualifying Amount \$ 20 Maximum Qualifying Amount \$ 2500 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee
Raymond James	Minimum Qualifying Amount \$ 50 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee
Sprint Nextel Corporation	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 5000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retiree
Verizon	Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1 Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retiree

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<p>W. W. Grainger Company</p>	<p>Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 2500 Match Ratio is 3 to 1</p> <p>Employee Eligibility includes: FT Employee <i>but not Spouse</i> PT Employee Qualified Retiree</p>
<p>Xerox Corporation</p>	<p>Minimum Qualifying Amount \$ 25 Maximum Qualifying Amount \$ 1000 Match Ratio is 1 to 1</p> <p>Employee Eligibility includes: FT Employee & Spouse PT Employee Qualified Retiree</p>